



SHIYAS KP

My Contact

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📍 DUBAI

SKILLS

- Advanced Microsoft Office knowledge
- Social media Proficient
- Warehouse management.
- Office Administration.
- Promotions planning skills
- Back office Operation
- Managing the teams and, fleets
- Coordination
- Schedule development
- Observation
- Decision making
- Communication
- Multi-tasking

LANGUAGES

English: First Language

English:



Advanced

HINDI:



Upper intermediate

Malayalam



Proficient

Arabic:



Advanced

PROFESSIONAL SUMMARY

Innovative Office Administrator with expertise in office management. Proven experience maintaining smooth business operations. Focused on closely monitoring purchases and booking low-cost travel to minimise company expenditures. Talented at assisting staff on various teams with overflow clerical work.

Professional Experience

Office Administrator, 01/2022-07/2023

FADHEL HALAL MUTHAWA - KUWAIT, KUWAIT

- Managed office correspondence, including emails, phone calls and mail, efficiently and promptly,
- Coordinated weekly meetings and appointments for office staff.
- Generating invoices and follow up for the payments.
- Coordinating maintenance of the building.
- Maintained excellent team relationships by proactively helping others with complex problem-solving tasks.

Intern Trainee, 05/2020-09/2020

SKYLINK-COCHIN, India

- Warehouse management.
- Cargo arrangement.
- Inventory management.
- Transport and distribution.
- Import and export.

EDUCATION

DIPLOMA IN LOGISTICS AND SUPPLY CHAIN MANAGEMENT: LOGISTICS, 2019

KELTRON (Kerala govt) - KÄNNUR

Plus two: Commerce, 2018

KERALA HSE - Kennur

ACCOMPLISHMENTS

- improved review by successfully handling customer complaints and implementing monthly staff training
- Coordinates e:a: special public and private events