

SHAIK MOHAMMED UMAR

Administrator / Secretary

+971 581486123 shaikforshaik@gmail.com Dubai, UAE



SUMMARY

Dynamic Administrative Assistant skilled in providing administrative support, fostering collaboration, and ensuring efficiency. Experienced in managing tasks, implementing processes, and utilizing technology. Recognized for innovation and problem-solving abilities. Seeking a role to leverage administrative skills for organizational success and excellence.

EXPERIENCE

Office Administrator 10/2023 - 12/2023
Accenture Services Pvt Ltd Bengaluru, India

Business Service Provider

- Oversaw daily office operations, including administrative tasks, office supplies management, and facility maintenance.
- Coordinated office logistics such as scheduling meetings, managing calendars, and organizing office events.
- Supervised administrative staff, provided guidance, training, and support to ensure smooth office functioning.
- Managed budgets and expenses related to office operations, including procurement, vendor contracts, and cost optimization.

Physical Verification Executive 08/2022 - 09/2023
Ethics Plus Public Accountant Dubai, UAE

Business Management Consultants and Audit

- Assisted in maintaining asset databases and records.
- Ensured accuracy between physical items and their corresponding records.
- Conducted site visits and audits to validate asset information.
- Identified discrepancies and reports findings to management.
- Handling sensitive and confidential information with discretion.

Office Manager 08/2020 - 07/2022
Nusrah Health Care Clinic Bengaluru, India

Healthcare

- Supervised and led a team of healthcare professionals, including administrative staff, nurses, and support personnel.
- Monitored and managed resources, including staff schedules, equipment, and supplies, to ensure smooth clinic operations.
- Developed workflows and procedures to enhance overall operational efficiency.
- Collaborated with medical professionals to ensure seamless patient care coordination, from appointment scheduling to follow-up care.
- Developed and managed budgets, controlled costs, and identified opportunities for revenue generation.
- Acted as a liaison between administrative staff, medical professionals, and other stakeholders.

Social Media Intern (Content & Marketing) 01/2020 - 06/2020
Investr.ai Bengaluru, India

Fintech Startup

- Content Creation & Management: Created engaging content, managed accounts, and scheduled posts.
- Community Engagement & Campaign Support: Engaged with followers, supported campaigns, and monitored channels.
- Conducted research, collaborated with teams, and tracked performance.

LANGUAGES

Excellent Command in English
Native

Fluency in Hindi and Kannada
Proficient

EDUCATION

Business Administration

Presidency University

2019 - 2021 Bengaluru, India

SKILLS

INTERPERSONAL SKILLS

PROPERTY LISTING

ADAPTABILITY

TEAM COLLABORATION

ATTENTION TO DETAIL

ORGANIZATIONAL MGMT

PROBLEM SOLVING

LEADERSHIP

DECISION MAKING

OTHER SKILLS

COMPUTER PROFICIENCY -
MS OFFICE (WORD, EXCEL, PP)

MARKETING SKILLS - Google
Ads and Facebook Ads

VOLUNTEERING EXP

Rookie Real Estate Agent

Feroze's Real Estate Mgmt,
Bengaluru, Karnataka, India

Learnt market analysis, client
communication, property
evaluation, legal knowledge, etc