



## PERSONAL DETAILS

**Nationality:** India

**Marital Status:** Married

**Languages:** English, Arabic, Urdu

## CONTACT

 Dubai, UAE

 +971581607093

 [nazrul780102@gmail.com](mailto:nazrul780102@gmail.com)

## ACADEMIC QUALIFICATION

- Bachelor of Commerce (B.com)
- Intermediate from IPE

## PROFESSIONAL QUALIFICATION

- APTECH Computer Education, (ADSE – HONOURS)

## IT SKILLS

- ▶ MS Excel
- ▶ MS Word
- ▶ MS power point
- ▶ Computer hardware

# MOHAMMED NAZRUL ISLAM

Office Administrator

## PROFILE

Dedicated professional having fifteen plus (15+) years of experience in Office Administration. A highly self-motivated individual with a strong drive to excel in life to achieve both personal and professional goals.

## OBJECTIVES

To accept all challenges and assignments with responsibility and accomplish them with sincerity by well-coordinated teamwork, eventually achieving the entrusted targets with complete job satisfaction

## KEYSKILLS

- Team leader potential, a strong commitment to health, safety, environment and quality issues and be able to communicate effectively.
- Ability to coach and guide new employees also a team player.
- Planning scheduling the complete work for quality and conformity to work specification and standards.
- Ensure high quality risk assessments are carried out for all activities, with particular attention to recognizing the impact of change.
- Participate in improvement initiatives as appropriate.

## WORK EXPERIENCE

**Netherlands Airport Consultants B.V. (NACO B.V.), Saudi Arabia**  
Administrator Clerk (Domestic Airport Project)  
March 2001– March 2004

**The Golkonda, Hyderabad, India**  
Stores Incharge  
April 2004– Feb 2008

**Azimu Omar Sea Cargo and Shipping LLC., Dubai U.A.E.**  
Clients Services Clerk  
March 2009– March 2014

**Zain Constructions, Hyderabad, India**  
Office Incharge  
April 2014– March 2018

**Mohammediya Travels, Hyderabad, India**  
Office Manager  
May 2019– Nov 2024

## ROLES&RESPONSIBILITIES

- Organizing and maintaining records, files, and databases.
- Scheduling appointments and maintaining calendars.
- Writing memos and transcribing recorded dictation.
- Making travel arrangements.
- Organizing office equipment and inventory.
- Creating itineraries for managers and staff.
- Maintaining staff attendance and generating salaries.