



# M U H A M M A D S U B H A N

## CONTACT

- +971 52 426 4293
- sk9087137@gmail.com
- 23 B Street - Hor Al Anz ,Dubai  
United Arab Emirates

## EDUCATION

### Intermediate

DHA SKBZ College  
Khayabane Rahat DHA Ph 6  
2016 - 2018

### Matriculation

DHA MODEL HIGH SCHOOL PH -7  
14th Lane Khayabane Hilal Dha PH -7  
2014 - 2016

## SKILLS

- Computer Operater
- Canva Designing
- Team Collaboration
- Problem Solving
- Event Coordination
- Facilities Management
- Multitasking

## OBJECTIVE

To secure a challenging position in a dynamic organization where I can utilize my skills, education and experience to contribute effectively to the company's success and further enhance my professional growth.

## EXPERIENCE

### Assistant Manager

Pro Athletic Sports and Fitness

Feb 2019 - Mar 2023

- Managed and organized executive calendars, scheduling meetings and appointments with precision
- Maintained and updated company records, databases, and filing systems to ensure accuracy and accessibility.
- Handled incoming calls and emails, routing inquiries to appropriate team members and resolving routine issues independently.
- Managed office supplies, inventory, and procurement, optimizing cost-efficiency.
- Coordinated and managed cricket matches and events, ensuring smooth operation and excellent spectator experience.
- Supervised groundskeeping activities, ensuring the cricket pitch and surrounding areas were in optimal condition for matches.

## CERTIFICATIONS

### MS Office

- World Computer Institute ( 2019 )

## LANGUAGE

English ( Fluent)

Urdu ( Native)