

# MUHAMMED SUFIYAN

## Administrative Assistant

### Personal Info

#### Phone

+971 581740806, +91 7594866828

#### E-mail

sufi48890@gmail.com

#### Date of birth

22.10.1998

### Skills

Critical thinking and problem solving

Ability to Multitask

Customer Service

Communication Skills

Fast Learner

Microsoft Office

### Links

Linked in

<http://linkedin.com/in/muhammed-sufiyan-5b862a21b>

### Hobbies

Playing Football

### Languages

English

Malayalam

Tamil

As a dynamic Admin Assistant, my passion for efficiency and dedication to detail make me a standout candidate. With a background in managing administrative tasks seamlessly, I've spearheaded projects that significantly streamlined workflow processes, earning recognition for my innovative solutions. My ability to prioritize, excellent time management, and proficiency in various office tools allow me to deliver results with precision and speed. Joining your team, I'm ready to bring my proven track record of success to contribute to your organization's growth.

### Experience

#### Project Coordinator

Tree Engineering Consultants Pvt Ltd / 09/2021 - 12/2023

- Supervise multiple projects from project starting through delivery by prioritizing delegating assignments
- Demonstrated ability to effectively manage project timelines, budget, and resources to ensure timely and successful project completion.
- Liaised between departments to facilitate communication and keep appropriate parties updated on projects developments.
- Kept projects on schedule by managing deadline and adjusting workflows.
- Facilitated communication between clients and other service providers.
- Strong problem-solving skills with a keen attention to detail, able to identify potential issues and provide effective solutions to keep projects on track.
- Contributed to event marketing, sales and brand promotion.

#### Administrative Assistant

Capstan Consultancy Services Pvt Ltd / 10/2019 - 08/2021

- Executed record filing system to improve document organization and management.
- Scheduled office meetings and client appointments for staff teams.
- Received and sorted incoming mail and packages to record, dispatch, or distribute correct recipient.
- Answered multi-line phone systems, routing calls, delivering messages to staffs and greeting visitors.
- Managing filing system, entered data and completed other clerical tasks.
- Supported company leaders by managing budgets, scheduling appointments and organizing itinerary.

### Education

#### Bachelors of Business Administration

MG University / 04/2016 - 03/2019

#### 100 Hours Employability Training Program

Dr. Reddy's Foundation / 08/2019 - 09/2019  
Kochi, Kerala

### Awards

Best employee of the month at TECL