

FAHAD MOHAMMED

Front Office Manager/Office Representative

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EXPERIENCE

Front Office Manager

PURE FIRST 03/2023 - 12/2023 Cochin, kerala

- Managing appointments, calls, and customer complaints professionally.
- Handling client inquiries related to water treatment services.
- Ensuring compliance with company policies and customer service standards.

Office Administrator

Noor-UI-Huda Madrasa 01/2024 - 01/2025 Kerala, India

- Streamlined office processes to reduce paperwork (minimizing the creation, storage, and handling of physical documents)
- Created and maintained an effective filing system for easy retrieval of documents.
- Performed general office tasks such as data entry, filing, and document preparation.
- Prepared reports, presentations, and correspondence as needed.
- Managed office supplies and inventory, reordering as necessary to ensure availability.

Islamic Studies Teacher

Noor-UI-Huda Madrasa 01/2024 - 01/2025 Kerala, India

- Curriculum Development and Planning.
- Created lesson plans that align with educational standards and the school's mission.
- Delivered engaging and interactive lessons that facilitate critical thinking and encourage students to explore Islamic teachings deeply.
- Used various instructional methods (lectures, discussions, group work, multimedia resources) to meet the diverse needs of students.

EDUCATION

BACHELOR OF ARTS (AFZAL-UL-ULAMA)

Kannur University 2020 - 2023 Kerala, India

HIGHER SECONDARY

Govt HSS Chattanchal 2017 - 2019 Kerala, India

- Humanities

SSLC

Govt HSS Kundamkuzhi 2016 Kerala, India

CERTIFICATION

Arshadul-Uloom

Malabar Islamic Complex,
(2017-2023)

Arabic Translation & Typing

Hussain Badri's Arabic Academy,
(2024)

LANGUAGES

English Advanced ●●●●● Arabic Advanced ●●●●●

SUMMARY

Highly motivated and detail-oriented Bachelor of arts graduate with one year of experience as an Office Representative. Proficient in Arabic translation and possessing strong typing skills. Seeking a challenging role where I can leverage my administrative experience and language abilities to contribute to a dynamic team.

SKILLS

Organizational Skills

Office Management

Administrative Support

Communication Skills

Data Entry & Management

Computer literacy Record Keeping

Arabic Typing and Translation

KEY ACHIEVEMENTS

Successfully managed multiple roles:
Effectively managed the dual roles of office representative and Islamic Arabic teacher, consistently maintaining high standards in both areas.

Improved data management:
Developed and implemented a new database system for student records, leading to a significant reduction in errors and improved data accessibility.

Maintained accurate records:
Maintained accurate records and reports.

Data management: Accurately and efficiently handling data entry, maintaining databases, and generating reports.