

# MOHAMED SHAKIR AR

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**Ready to Join Immediately**

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**QID No:** 28435685866

**Expiry:** 6<sup>th</sup> May, 2026



## **PERSONAL DATA**

### **Martital Status:**

Married

### **Date of Birth:**

01/06/1984

### **Nationality:**

Indian

### **Religion:**

Islam

## **LANGUAGES KNOWN**

- English
- Malayalam
- Hindi
- Tamil

## **Objective**

Seeking a challenging position in a reputed organization, and to utilize my skills and abilities that offers ample scope for personal & professional progression, to contribute towards the quantitative and qualitative enhancement of the organization.

## **Personal Strengths**

- ❖ Excellent communication & interpersonal skills.
- ❖ Have self-motivation, resourcefulness, creativity, organization, attention to detail, and a commitment to excellence.
- ❖ Have an outgoing personality and approachable demeanor.
- ❖ A positive, confident and determined approach
- ❖ Manage executive-level communications, schedules, and follow-ups
- ❖ Basic organization, multi-tasking, and problem-solving skills along with the ability to work well under pressure and meet demanding deadlines.

## **Academics**

### ❖ **Diploma In Computer Engineering**

- (DOT University, Chennai, India)

## **Experience**

- **NATIONAL CORPORATION FOR TOURISM & HOTEL, ABU DHABI.**  
**Location: Ministry Of Defense Hotel Building-Abu Dhabi**
  - Roll: Company Secretary & Location Admin (February 2021 - January 2024)
- **HOTEL ROSE FOOD PARADISE, CUDDALORE, INDIA.**
  - Roll: Office Secretary (March 2019 - December 2020)
- **READY MIX BETON LLC, UAE.**
  - Roll: Secretary / Office Admin (November 2016 - February 2019)
- **BLUEWHALE SOLUTIONS, MALAYSIA.**
  - Roll: Business Development Executive (May 2016 - August 2016)
- **APEX TECHNOLOGIES, CUDDALORE, INDIA.**
  - Roll: Office Admin Assistant (April 2014 - December 2015)
- **AMAL COMPUTERS, UAE.(VISIT VISA)**
  - Roll: Office Assistant ( November 2013 - February 2014)
- **ZIAD TRADING EST DAMAM, KSA.**
  - Roll: Secretary (March 2011 - June 2012)
- **AMAL COMPUTERS, UAE.(VISIT VISA)**
  - Roll: Office Assistant (October 2009 - January 2010)
- **EWILLIAM HARE (INDIA) PRIVATE LIMITED, CHENNAI, INDIA.**
  - Roll: System sales & Service Engineer (May 2008 - July 2009)
- **EXPLORE GLOBAL TECHNOLOGIES, PONDICHERY, INDIA.**
  - Roll: System sales Engineer ( June 2007 - February 2008)

## **COMPUTER SKILLS**

- MS Word
- Outlook
- Excel
- Powerpoint
- Internet

## **OPRATING SYSTEMS**

- Windows

## **HOBBIES**

- Reading
- Writing
- Sports
- Traveling
- Music

## **VISA DETAILS**

Visa Type: Resident Permit

Visa Status: Transferable with NOC

## **PASSPORT DETAILS**

Passport No: P1887879

Issue Date: 11/07/2016

Expire Date:10/07/2026

Place Of Issue : Chennai

## **Job Profile: OFFICE SECRETARY/ADMIN**

- ❖ Managed all aspects of office communication, including phone calls, emails, and correspondence, ensuring timely and professional responses.
- ❖ Maintain and organize calendars, schedule appointments, meetings, and travel arrangements for team members to optimize productivity.
- ❖ Create and manage organized filing systems, both electronic and paper, to ensure easy access to important documents and records.
- ❖ Prepare and format documents such as reports, presentations, and correspondence to support the team's administrative needs.
- ❖ Order and manage office supplies, ensuring inventory levels are maintained and procurement processes are efficient and cost-effective.
- ❖ Coordinate and produce meeting agendas, take minutes, and manage logistics for meetings and events to support team operations.
- ❖ Greet and assist visitors, providing information and directing them appropriately to create a welcoming and professional office environment.
- ❖ Handle sensitive information with discretion, maintaining confidentiality and adhering to company policies regarding data protection.
- ❖ Provide general administrative support, including managing office equipment, assisting with event planning, and handling basic bookkeeping tasks.
- ❖ Interact with colleagues, clients, and other stakeholders, both internally and externally, to foster effective communication and collaboration across the organization.
- ❖ Creating, editing, and formatting documents, reports, and presentations.
- ❖ Making travel arrangements for staff, including booking flights, accommodations, and transportation.
- ❖ Acted as the first point of contact for all visitors and inquiries, providing a positive and professional impression of the company

I hereby declare that all the details furnished above are true to the best of my knowledge and belief.

Your Truly

**MOHAMED SHAKIR**

Place: Doha, State of Qatar

Date: