

MOHAMED BENAZIR KAMAL

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APPLICATION FOR THE POSITION OF – ADMINISTRATION EXECUTIVE

PERSONAL STRENGTHS:

- Hard work
- Communication
- Leadership
- Teamwork

QUALIFICATION:

<i>Degree</i>	<i>Name of Institute</i>	<i>Name of university</i>	<i>Year of passing</i>	<i>Class</i>
MBA	School of Business Management	Padmashree Dr. D. Y. Patil University	May 2015	Distinction
Bsc.MLT	ITM Institute Of Technology	ITM University	April 2013	Distinction

WORK EXPERIENCE:

- **Organization:** World Star Ship Chandlers LLC, Dubai
Position: Admin cum HR Executive
Duration: March 2017 – March 2018
- **Organization:** Life Pharmacy Corporate Office, Dubai
Position: Front Office Admin
Duration: November 2016 – March 2017
- **Organization:** Avanzar Healthcare, Navi Mumbai
Position: Sr. Operations Executive
Duration: June 2015 – November 2016

WORKING SKILLS

- Good verbal and written English.
- Proficiency in working on MS Office
- Ability to learn new concepts.
- Ability to work in tandem with other team mates.
- Proficient in follow-ups and documentations.
- Account relationship Management for various clients.
- Coordinating between departments and operating units in resolving day-to-day administrative and operational problems.
- Preparing and Issuing LPO's.
- Scheduling and coordinating meetings, interviews, events and other similar activities.
- Preparing business correspondence, agendas, and presentations, typically using Microsoft Office (Word, Excel, PowerPoint, Access, Outlook).

PERSONAL DETAILS:

Nationality	Indian
Gender	Female
Date of Birth	19th January 1993
Visa Status	Husband Visa
Computer Proficiency	Basic computer applications

DECLARATION:

I hereby declare that the above information is correct to the best of my knowledge and belief.

Mohamed Benazir Kamal.