

# MOHAMED ADIL A

Administrator



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Experienced office administrator with a proven track record in managing administrative tasks and streamlining office operations, possessing additional expertise in accounts management and digital marketing.

## Experience

### ● Cochin Academy for Language Studies (CALs)

#### Administrator (2021 - 2024)

- Manage staff duties on a weekly basis to ensure smooth office operations.
- Coordinate with telecallers and develop strategies to help them close deals effectively.
- Manage social media ad campaigns on platforms such as Facebook and Instagram.
- Maintain daily accounts details and enter them into the system accurately.

## ● Education

### ● High School - 2014

Pkmmhss Edarikode  
10th Grade  
Kerala Board Of Public Examinations

### ● Higher Secondary School - 2016

Farook English Medium School  
12th Grade  
Kerala Board Of Public Examinations

### ● Undergraduate- 2019

Loyola College Chennai  
Bachelor of Commerce (Bcom)  
University of Madras

### ● IPA Tirur- 2021

Manual and Computerized Accounting  
Payroll Management  
Tax Management  
Inventory Management

## Skills

- English Proficiency (WRSL) - B2
- Google Ads Campaign creation
- Facebook and Instagram Ads creation
- Teamwork
- Problem-solving
- Time Management
- Microsoft Softwares Knowledge