

SUMMARY

Detail-oriented Administration Officer with over two years of experience streamlining office processes and enhancing operational efficiency.

Proficient in managing schedules, coordinating meetings, and maintaining documentation to support organizational objectives.

Skilled in utilizing various software tools to facilitate communications and improve workflow within the administrative team.

Dedicated to providing exceptional support and optimizing resource allocation to foster a productive working environment.

EXPERIENCE

1st indnddustrial City, Dammam, Saudi Arabia

Sep 2023 - Present

Administration officer

MEJ Clothes Factory

- Detail-oriented Administration Officer with over 2 years of experience in managing office operations and enhancing administrative processes.
- Proficient in handling correspondence, scheduling appointments, and organizing meetings to ensure seamless workflow.
- Skilled in maintaining records, preparing reports, and managing budgets to support the decision-making process.
- Experienced in liaising with various departments to facilitate effective communication and collaboration across teams.
- Adept at utilizing office management software and tools to streamline administrative tasks and improve efficiency.

Operation Manger

United Electronics Co(eXtra)

- Results-driven Operations Manager with over 3years of experience in the electronic hyper industry.
- Proficient in optimizing supply chain processes and implementing state-of-the-art inventory management solutions.
- Skilled in leading cross-functional teams to enhance production efficiency and reduce operational costs.
- Strong leadership and communication skills, fostering a collaborative work culture that motivates teams.
- Committed to leveraging technology and innovation to boost operational performance and customer satisfaction.

Sales Manger

United Electronics Co(eXtra)

- Dynamic Sales Manager with over 9years of experience in the electronic hyper industry.
- Proven track record of exceeding sales targets through strategic planning and execution.
- Expert in developing and managing key client relationships to drive revenue growth.
- Effective team leader with a talent for mentoring and developing junior sales staff.
- Strong negotiation skills that ensure favorable terms and agreements for the company.
- Experienced in leveraging technology and data analytics to enhance sales performance.

Zone Supervoicer

United Electronics Co(eXtra)

- Dynamic Zone Supervisor with a proven track record in managing high-performing teams in the digital zone industry.
- Expert in optimizing operational efficiency and increasing profitability in mobile and camera retail environments.
- Skilled in implementing innovative sales strategies that enhance customer experience and drive product engagement.
- Strong communicator with the ability to train and mentor staff, fostering a culture of continuous improvement.
- Experienced in collaborating with cross-functional teams to ensure seamless product launches and promotions.
- Committed to providing exceptional customer service, resulting in increased customer loyalty and retention.
- Adept in using data-driven insights to manage inventory and streamline supply chain operations effectively.

EDUCATION

Calicut, kerala, India

Apr 1982 - Apr 1987

Bachelor of Arts

University of Calicut

SKILLS

- Organizational
- Communication
- Planning
- Scheduling
- Reporting

LANGUAGES

English, Hindi, Malayalam, Tamil and Arabi

CERTIFICATIONS & COURSES

communication skill from LOGIC CONSULTING GROUP. 2006

WIN EXTRA VENDIR FAIR PEOPLE DEVELOPING FROM LOGIC MANAGEMENT CONSULTING -2009

HANDLING DIFFICULT CUSTOMERS FROM LOGIC -2006