

## CURRICULUM VITAE



**Sabin samad**

**Mobile:** +973 34622883

**E-mail:** sabinsamad@gmail.com

### **Personal Profile Statement / Career Objective**

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Passionate and knowledgeable Office Administrator with vast experience providing administrative and management skills in office settings. Accustomed to addressing the changing needs of an office and supporting colleagues and superiors with excellent assistance skills. I bring forth high quality organizational skills and a self-motivated drive to achieve excellence. Adept in various software applications, filing systems, and office equipment. A commitment to safely and professionally handling confidential tasks. Eager and ready to leverage my managerial and administrative skills to best serve your office.

### **Achievements**

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- Achieved an appreciation letter because of publishing accurate minutes of the meeting.
- Provided backup support to other departments, which was highly admired by the General Manager.
- Attained the title of Best Employee in 2019 owing to excellent customer feedback.

### **Education**

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**2006 - 2008**

Hsc (XII)(bio, math)

**M.S.M.H.S.S**



## Employment and Work Experience

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### **2013 - 2014    Office Administrator    Vertex Customer Solution    India Pvt Ltd**

Supported the Director and Senior Leadership of the business by providing administration support for their roles. This included completing staff rotas, as well as working with the management team on ad hoc tasks as required.

Main duties performed:

- Organized the set-up of all Office meetings.
- Processed correspondence in responses to customer complaints.
- Filed and maintained accounting and payroll records.
- Distributed payslips on a weekly basis.
- Got holiday request forms signed off by senior managers.
- Managed customer accounts and financial administration.
- Took minutes during staff meetings.
- Inputted details onto databases during busy periods.

### **2015 - 2020    Office Administrator    Ranoosh For Hotel And Restaurant Equipment Showroom (Bahrain)**

Supported the Director and Senior Leadership of the business by providing administration support for their roles. This included completing staff rotas, as well as working with the management team on ad hoc tasks as required.

Main duties performed:

- Organized the set-up of all Office meetings.
- Processed correspondence in responses to customer complaints.
- Filed and maintained accounting and payroll records.
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## Skills

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- MS Office, Mails



- Organizational Skills
- Fast Typing Skills
- Knowledge of Office Systems
- Management Skills
- Social Media (Facebook, Instagram, Twitter, etc.)
- Excellent communicator and Relationship building skills
- Pro-active, organised and excellent team player
- Motivated in a target-driven environment
- Optimistic and a positive can-do attitude

## Hobbies and Interests

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I enjoy socialising with friends and family as well as keeping up to date with current affairs. In addition, I am a keen enthusiast for cricket and enjoy watching both international and local twenty-20 cricket.

## Personal Details

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Father Name	: Abdul Samad
Gender	: Male
Date of Birth	: 07/03/1989
Nationality	: Indian
Marital status	: Married
Language Known	: English, Malayalam, Hindi, Arabic, Tamil
Passport Number	: J8563605
Visa Expiry	: 4 <sup>th</sup> Jun 2021
Driving Licence No.	: 890345465
Contact Number	: 34622883 (BAHRAIN)