

MUHAMMED SHABEEB



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📍 Dammam, Saudi Arabia

ABOUT ME

Resourceful and detail-oriented professional with proven expertise in office administration, executive support, and logistics coordination. Experienced in managing daily administrative tasks, correspondence, scheduling, and vendor relations to ensure seamless office operations. Multilingual communicator fluent in Arabic, English, Urdu, Hindi, and Malayalam, enabling effective interaction with diverse teams and stakeholders. Skilled in Microsoft Office and business software with a strong focus on accuracy, organizational efficiency, and problem solving. Seeking to contribute my skills and experience to a dynamic organization as an Administrative Assistant or Executive Secretary.

WORK EXPERIENCE

Agust 2024 - Until Now

Office Secretary, Focus Method Contracting Est., Dammam, KSA.

- Manage day-to-day office administrative activities to support operational efficiency and productivity.
- Coordinate with suppliers and vendors to monitor project progress, quotations, and purchase orders.
- Maintain accurate records of petty cash, payments, and receivables with full transparency.
- Prepare comprehensive monthly management reports to facilitate informed decision-making.
- Organize and maintain both physical and digital filing systems for office and project documentation.
- Draft, type, and format official correspondence, reports, and meeting minutes professionally.
- Handle professional phone and email communication, prioritizing urgent matters effectively.
- Schedule meetings, appointments, and business travel, ensuring timely reminders and logistics.
- Assist HR, Finance, and Procurement departments with documentation and administrative tasks.
- Monitor office supplies and order stock proactively to avoid shortages.
- Collaborate with facility management to maintain office cleanliness and organization.

EDUCATION

Masters in Arabic and Islamic Studies

Darul Huda Islamic University, India

Bachelor of Arts in Sociology

University of Calicut, India

**Afsal-Ul-Ulama Preliminary
(Pre-Degree)**

University of Calicut, India

LANGUAGE

- Arabic
- English
- Urdu
- Hindi
- Malayalam

May 2023- May 2024

Declaration Clerk (Operations-Customs), Tokyo Freight Service, Qatar (Back Office India)

- Prepared and managed customs documentation compliant with international trade regulations.
- Ensured high accuracy in paperwork to prevent delays and customs compliance issues.
- Communicated with customs officials, clients, and freight forwarders to expedite clearance.
- Used customs clearance software and digital tools to enhance process efficiency.
- Resolved customs-related problems swiftly through effective problem-solving skills.

June 2021 - December 2022

Language Teacher, Vadi Huda English School, India

- Delivered Arabic language instruction using English as the medium for effective learning.
- Developed curriculum and career development programs for students.
- Supervised examinations and ensured fair evaluation processes.
- Organized student arts and sports events to encourage holistic development.
- Translated official documents between English and Arabic with accuracy.

April 2020 - March 2021

Office Manger, Bakka Tours and Travels, India

- Planned and sold travel services including transportation, accommodation, and insurance.
- Managed bookings, payment collections, and fare adjustments.
- Handled travel complaints and refund processing promptly to maintain customer satisfaction.
- Maintained client records and statistical reports to support operations.

SKILLS & COMPETENCIES

- Office Administration & Executive Support
- Multilingual Communication: Arabic, English, Urdu, Hindi, Malayalam
- Document & Records Management (Physical & Digital)
- Scheduling, Calendar, and Travel Management
- Written & Verbal Communication Excellence
- Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)
- Zoho Books Software Proficiency
- Fast Typing & Drafting in Arabic and English
- Strong Attention to Detail & Data Accuracy
- Coordination & Stakeholder Engagement
- Problem Solving