



NAWAF ABDUL NAZAR

ADMINISTRATIVE ASSISTANT | OPERATIONS COORDINATOR
FRONT OFFICE EXECUTIVE

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🌐 Riyadh, Saudi Arabia

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Professional Summary

Administrative Assistant with 4+ years of experience in office administration, operations coordination, customer service, and documentation management. Skilled in CRM systems, scheduling, reporting, and client handling. MBA in Human Resource Management with experience supporting recruitment, staff coordination, and administrative compliance. Experienced in front office operations, including reception, visitor management, and daily office coordination. Proven ability to manage high-volume tasks in fast-paced environments.

Professional Experience

- **Administrative Assistant** 2022 - 2025
Link 4 U Global, Thiruvananthapuram, India

Core Responsibilities:

- Managed front-office administration for a luxury automobile showroom dealing with premium car brands and high net worth clients
- Organized client appointments for luxury vehicle viewing and delivery
- Prepared and preserved sales, delivery, and registration documentation
- Supported sales managers with quotations, invoices, and customer records
- Maintained CRM and customer databases with high confidentiality
- Coordinated with logistics partners for vehicle processing
- Managed purchase files, vendor communication, and follow-ups
- Ensured showroom administrative compliance and record accuracy
- Handled email correspondence, calls, and client coordination professionally

- **Administrative Assistant** 2021 - 2022
Classic Contractors and General Maintenance, Thiruvananthapuram, India

Core Responsibilities:

- Coordinated daily maintenance requests from building management and tenants
- Logged and tracked repair, electrical, plumbing, carpentry, and civil works
- Scheduled technicians and supervisors based on job priority
- Prepared work orders, service reports, and maintenance records
- Handled client calls, emails, and complaint follow-ups
- Coordinated materials, tools, and basic purchase requests
- Assisted in quotation preparation and job costing support
- Maintained attendance, duty schedules, and basic HR records
- Ensured proper filing of contracts, invoices, and completion reports

Skills

- Administrative Support
- Office Operations
- Professional Driving (Light vehicles)
- Client Coordination
- Customer Service
- Document Management & Filing
- Scheduling & Time Management
- Problem Solving & Decision Making
- MS Office (Word, Excel)
- Leadership & Team Coordination
- Communication Skills

Education

- **MBA in Human Resource Management** 2023-2025
Annamalai University
Score: 75%
- **BA Sociology** 2019-2022
Annamalai University
Score: 53%
- **BCom in Co-operation** 2016-2019
Kerala University
Completed (Coursework)

Professional Certifications

- **Hunarse Rozgar Tak (HRT) – Front Office Associate**
Kerala Institute of Tourism & Travel Studies (KITTS)
Ministry of Tourism, Government of India
2018
- **Professional Diploma in Logistics & Supply Chain Management**
Mithra Institute of Management Studies, Thiruvananthapuram, India
Accredited by STED Council (ISO 9001:2015)
2021
- **Operations Management**
LearnTube.ai | Assessment-Based Certificate
2025

Languages

- English
- Malayalam
- Tamil

Personal Details

- Marital Status : Married

Visa Status

- Transferable Iqama
Validity: 18/01/2027