 **AKBAR**

[**AKBAR.361666@2freemail.com**](mailto:AKBAR.361666@2freemail.com)

**SUMMARY**

Experienced office Manager with strength in managing multiple work simultaneously and fostering a cohesive staff team.

Administrative professional offering excellent communication and

computer skills. Meets deadlines and works with a high level of multi-

cultural awareness and adaptability.

Administrative professional possessing a strong desire to learn and grow professionally. Proficient in MS Office.

**SKILLS**

Strong computer knowledge Excellent communication skills

Administrative support Qualified in ten key typing

specialist Invoice processing

Qualified Computer Office Excellent knowledge of Excell

Assistant and MS office

**WORK HISTORY**

**06/2013 – 10/2014 Senior treatment Supervisor (STS)**

**Government of Tamilnadu Medical department** –Tamilnadu - India

Supervising the subordinates while they are conducting the

awareness programs.

Giving guidelines to the subordinates for do their field works

Submitting the total attendance of staffs and salary statements

to head office.

**11/2014 – 02.08.2016 Office administrator**

**Al – Daloub contracting WLL** – Doha – Qatar

Assisted with team building initiatives and overall support for

maintenance of organizational culture and employee morale.

Planned and executed all aspects of office move.

Created detailed expense reports and requests for capital expenditure.

Coordinated domestic and international travel arrangements,

including booking flights, hotels and transport.

Developed and rolled out new policies.

**27.08.2016 – Current Office administration Manager**

**SHARP MISSION SERVICES PRIVATE LTD.** – Gudalur – The Nilgiris – India

* Maintains administrative staff by recruiting, selecting, orienting, and training employees; maintaining a safe and secure work environment; developing personal growth opportunities.
* Accomplishes staff results by communicating job expectations; planning, monitoring, and appraising job results; coaching, counseling, and disciplining employees; initiating, coordinating, and enforcing systems, policies, and procedures.
* Provides communication systems by identifying needs; evaluating options; approving invoices.
* Purchases printed materials and forms by obtaining requirements; negotiating price, quality, and delivery; approving invoices.
* Contributes to team effort by accomplishing related results as needed.
* Submitting the final work reports to the Management.

**EDUCATIONAL QUALIFICATIONS**

**2011 Business management with computer application:** Business management

**BHARATHIAR UNIVERSITY** – GUDALUR

**2013 Master of international business:** International business

**BHARATHIAR UNIVERSTY** – OOTY

**LANGUAGES**

**Known to speak** English, Tamil, Malayalam,

**Known to read** English, Tamil, Malayalam, Arabic,

**Known to write** English, Tamil, Arabic,

**PERSONAL INFORMATION**

Date of birth 20.11.1990