



MOHAMMED MUJTABA ANWAR

SUMMARY

Motivated, personable experienced Facility coordinator with a divine eagerness to learn new things and develop new skills. Talent for quickly mastering technology. Diplomatic and tactful with professionals and non-professionals at all levels. Trained in handling sensitive, confidential records. Flexible and versatile - able to maintain a sense of approachability under pressure.

CONTACT

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EDUCATION

Bachelor of Commerce
Manav Bharti University
2012

Board of Intermediate
2004

Board of S.S.C.
2002

SKILLS

- Customer service
- Relation Building
- Communication Skills
- Vendor Management
- Office Administration
- Basic Accounting
- Reporting
- MS. Office
- File Management

LANGUAGES

- English- Professional Proficiency
- Arabic- working Proficiency
- Hindi - Professional Proficiency
- Urdu - Professional Proficiency

PERSONAL DETAILS

Name: Mohammed Mujtaba Anwar

Father Name: Masood Anwar

Date of Birth: 23-05-1986

Permanent Address: Hyderabad, India

Nationality: Indian

Passport No: T 6773386

Visa Status : Employment

WORK EXPERIENCE

Office Coordinator

October 2024 – Till date

Griffith Technical Service, Dubai, U.A.E.

- Execute project management administrative and bookkeeping tasks such as managing invoices, purchase orders and inventory reports.
- Supervise the project procurement process
- Can provide daily admin roles to the project team and departments for proceeding efficiently.
- Filling, organizing and maintaining all documents.
- Support and facilitate the completion of regular reports.
- Assist Payroll department by providing relevant employee information.

Facility Coordinator

October 2017 – October 2023

Safari Group, Facility Service, Riyadh, K.S.A.

- Manage the daily/weekly/monthly agenda and arrange new meetings.
- Responsible for managing emails, queries and distributing to the departments.
- Can provide daily admin roles to the project team and departments for proceeding efficiently.
- Filling, organizing and maintaining all documents.
- Support and facilitate the completion of regular reports.
- Manage work order request and assign to team.
- Assist Payroll department by providing relevant employee information

Administrator

April 2016 – September 2017

Dr. Gowds Dental Hospital, Hyderabad, India.

- Preparation of duty rosters and provision of alternative arrangements of staff in case of leaves of staff or extra ordinary emergency.
- Overseeing staff performance on a daily basis.
- Monitor and replenish cleaning products stock.
- Coordinate for training arrangements of new joining employees.
- Assist Management with preparing reimbursement and other claims.

Administrator

July 2014 -July 2015

Azmeel Contracting, Jeddah, K.S.A

- Supervise administrative Staff and divide responsibilities to ensure performance.
- Assist Payroll department by providing relevant employee information (e.g. Leaves, sick days and work schedule)
- Responsible in monitoring stationary inventory, supplies and purchasing of orders.
- Filling, organizing and maintaining all documents.
- Assist colleagues whenever necessary.

Branch Administrator

January 2011 -September 2013

Overseas Air Travel & Tour Operators, Hyderabad, India.

- Maintains the all documentation of tours packages and all sub agent's records.
- Ensure the travel arrangement for customer pick up and drop up.
- Preparing the sales report.
- Maintaining the ambience of the store as per the company policy.

