

MOHAMED NAYEEM

OFFICE ADMINISTRATOR



CONTACT

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- Deira, Dubai.

EDUCATION

2022 - 2024

ALAGAPPA UNIVERSITY

- Master of Computer Science & Information Technology
- CGPA: 80/100

2019 - 2022

ALAGAPPA UNIVERSITY

- Bachelor of Computer Science
- CGPA: 82 / 100

SKILLS

- Administrative and HR Support Excellence
- Training Program Coordination & Compliance Oversight
- Policy Development and Process Optimization
- Security Pass & Access Management
- Efficiency Enhancement & Quality Control
- Strong Communication & Multitasking Abilities

LANGUAGES

- English (Fluent)
- Tamil (Fluent)
- Malayalam (Intermediate)
- Hindi (Intermediate)

PROFILE

Highly efficient and detail-oriented administrative professional with a strong background in supporting operational and HR functions within the TSD department. Adept at streamlining processes, coordinating training initiatives, and ensuring compliance with HR regulations. Recognized for excellent organizational skills, accuracy in documentation, and the ability to enhance departmental efficiency through proactive policy implementation

WORK EXPERIENCE

Suzuki Motorcycle private limited

11/2022 - 12/2024

OFFICE ADMINISTRATOR

- Provided comprehensive administrative support for daily operations, HR documentation, and staff induction, ensuring full adherence to HR policies and compliance standards.
- Designed and implemented structured training programs, managing scheduling within budget constraints, and tracking progress through detailed compliance reports.
- Played a key role in developing and optimizing policies and procedures to improve efficiency, maintain high-quality standards, and ensure seamless departmental operations.
- Administered and managed security pass issuance for staff, contractors, and third parties, including overseeing airport security clearance for personnel and equipment.
- Maintained accurate and up-to-date records, ensuring adherence to security protocols and facilitating smooth onboarding processes for new hires.

INTERNSHIP

Junior Deputy Analyst

05/2022 - 08/2022

- Assisted with data analysis, generating reports to improve operational efficiency.
- Supported document management tasks, ensuring all records were accurately filed and easily accessible.
- Coordinated and managed meetings ensuring timely communication and smooth scheduling for stakeholders
- Contributed to preparing presentations for upper management and assisted with general administrative duties.