

# FAZIL K

## ADMIN cum OFFICE SUPERVISOR



## Contact

Address:

Al Jabri Building, 13th street, Al Nahada 1  
Dubai, UAE.

Phone:

+971 50 591 1425

Email:

fasilkalathingal75@gmail.com

## Education

Graduation: -

Bachelor of Arts in English Language and  
Literature (**BA English**): **English and  
Literature**

(University of Calicut, Kerala-India)

Higher Secondary: -

Higher Secondary in **Home Science**  
SVHSS Palemad

Hi Board of Higher Secondary Education, Kerala-India)

## Languages

English – Fluent

Malayalam – Native

Hindi – Beginner

## Software

- Tally,
- Ms Excel
- Ms Word
- Power Point

## Summary

I'm a motivated and enthusiastic person with more than 4 years' experience in the industry, specializing in business management. I'm now looking for greater responsibility to take my career to the next level.

## Skill Highlights

- Team Management
- Multitasking
- Leadership
- Problem Solving
- Documentations
- Attention to detail
- Time Management
- Customer Service
- Project Management
- Payroll

## Experience

**Admin cum Office Supervisor**– Jan/2021 to Till

**King Power Foodstuff Factory LLC, Ajman UAE**

- Update company database with the data of new employees (e.g. Background, qualification, skill, etc).
- Create and circulate documents about the policies of our organization.
- Collect payroll information including working days, ledgers, and bank accounts.
- Maintain strong relationships with vendors and keep price data in order to get the best pricing on supplies and services
- Develop and carry out an efficient documentation and filing system for both paper and electronic records
- Performing a variety of clerical and administrative duties with minimal supervision including answering phones, making appointments, and ordering office supplies

**Admin Executive - 2020 to Nov-2021**

**Nellara Foods corporate office, India**

- Train, supervise and support office staff, including receptionists, security guards and call center agents
- Ensure timely and accurate customer service
- Handle complaints and specific customers requests
- Troubleshoot emergencies and schedule shifts
- Monitor stock and order office supplies
- Ensure proper mail distribution.

**Admin Executive - 2016 to 2019**

**MBF Trading & Contracting company Doha, QATAR**

- Act as the point of contact between the executives and internal / external clients
- Undertake the tasks of receiving calls, take messages and routing correspondence
- Handle requests and queries appropriately
- Maintain diary, arrange meetings and appointments, and provide reminders
- Monitor office supplies and research advantageous deals or suppliers
- Produce reports, presentations, and briefs
- Develop and carry out an efficient documentation and filing system