

Curriculum Vitae

Mohammad Sharfuddin

Software Engineer

hello@sharf.me

+971 54 392 2349



PROFILE

A well-organized and driven professional with an entrepreneurial spirit and an unmatched drive & passion for work. As a lifelong learner who passionately advocates for continuous self-development and learning, I make it a point of duty to keep growing my knowledge base and improving on my past achievements.

I am professionally equipped with a proven ability to contribute to an organization at both strategic and operational levels, and I am looking to secure a job to utilize my skills and knowledge and also help me to further develop these skills in a practical and fast-paced environment.

OVER ALL JOB RESPONSIBILITIES

An incisive executive with 5 years of relevant experience as a Sr. Project Coordinator /Admin with an exposure of handling / preparation of presentation, reports & maintaining a Centralized Document Controlling System in Construction with the utmost confidentiality. Hands-on experience in providing administrative support to office and department heads.

Worked as a part of projects team, supports the Project Manager & Projects Engineers. Handles Project Department's correspondences, follow-up with sub-contractors. Maintains records of project details, meeting minutes, technical specifications, drawings, etc. Generate and write reports for the Senior Management & Client/Consultant (Daily/Weekly/Monthly). Controls day-to-day administrative duties of the office.

EXPERIENCE

Administrative Executive (2020 - To Present)

Ali Abdulla Bin Malek Building Contracting

- Providing personalized secretarial and administrative support to the General Manager.
- Providing support and training new employees / staff.
- Creating, maintaining, and entering information into databases.
- Handling incoming calls and other correspondence (Email & Telephone).
- Effective Management of Procurement & Purchases (RFQ's, MR's, Negotiations & Purchase Orders).

I.T Support Executive (2019 - To On-going)

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- Installing and configuring computer hardware, operating systems and applications.
- Troubleshooting systems (software & hardware issues), and proffering timely solutions.
- Managing Labour, Immigrations and other Government/Municipality Portals.

Office Administrator (2018 - 2019)

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- Handling incoming calls and other communications.
- Maintaining office equipment's as needed.
- Performing general office clerical duties & managing filing system.
- Issuing and Maintaining Petty Cash & Payment Vouchers.

Content Creator (2018 - To Present)

DubaiOMG.com

- Researching and preparing news content and related topics (combining online resources with questionnaires).
- Preparing well-structured drafts using Content Management Systems.
- Updating website contents as required by using simple keyword research and SEO to improve site traffic.

ACADEMIC QUALIFICATIONS

Bachelor's Degree (2013 - 2017)

Bachelor of Engineering in Computer Science

Jawaharlal Nehru Technological University

Vidya Jyothi Institute of Technology, Hyderabad, Telangana - First Class

Intermediate (2011 - 2013)

Intermediate in Math, Physics & Chemistry

Board of Intermediate Education

Bhavitha Junior College, Mahbubnagar, Telangana - Distinction

KEY SKILLS

- Well-versed with use of MS Office applications Word, Excel, Power Point as well as Photoshop
- Web Designing / CMS / WordPress / SEO / SMM / Digital Marketing
- Basic Knowledge of programming languages C, C++, Java, SQL, ORACLE, .net

PERSONAL SKILLS & ABILITIES

- Creative & Analytical Thinking
- Negotiation Skills
- Goals & Details Oriented
- Communication Skills
- Team & Group Dynamics
- Interpersonal Skills
- Well-versed with use of MS Office applications
- Strong organizational, administrative and analytical skills.
- Deadline Driven / Follow up.
- Ability to multitask and manage conflicting demands.
- A positive, polite and congenial attitude to visitors and all personnel.
- Ability to prioritize tasks

PERSONAL DETAILS

Name : **Mohammad Sharfuddin**
Date of Birth : 13th September 1994
From Address : Mahabubnagar, Telangana, India
Mobile : +971 54 392 2349
Passport : Z4027559
Visa Status : Employment / **Expiry:** 7th June 2024
Notice Period : **30 Days**
LinkedIn : <https://www.linkedin.com/in/mohammadsharfuddin/>
Email : hello@sharf.me
Website : www.mohammadsharfuddin.com

DECLARATION

I do here by declare that the above furnished information is true and correct to the best of my knowledge and belief. If provided a chance I promise to work hard with dedication which will help to build a team and also inspire too good for the growth of organization.