



RIAZ HUSSAIN SHAIK

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SUMMARY

Highly organized Administrative Manager with experience in coordinating office operations, streamlining administrative procedures, and managing staff. Strong skills in problem-solving, strategic planning and team leadership have resulted in improved operational efficiency in previous roles. Proven ability to develop effective communication systems, manage budgets, and lead diverse teams towards organizational goals.

SKILLS

- CAD/CAM software
- MathWorks MATLAB
- Problem Solving
- Data Analyst
- Microsoft Office 365
- Team Management
- Computer Skills
- Hiring and Training
- Staff Management
- Quickbooks

EXPERIENCE

Administrative Manager / Lubechem International Industry LLC - Ras Al Khaimah , United Arab Emirates

03/2023 - 07/2024

- Executive Assistance: Provide support to senior management, including scheduling meetings, managing calendars, and preparing reports and presentations.
- Office Management: Overseeing daily office operations, including managing office supplies, coordinating maintenance, and ensuring a productive work environment.
- Team Leadership: Supervising and supporting administrative staff, including hiring, training, and performance evaluations, to foster a collaborative and efficient team.
- File Management: Maintain accurate records, manage filing systems, and ensure that documentation is organized and up-to-date.
- Expense Tracking: Assist with budget preparation, monitor expenses, and manage office-related financial transactions.

Store Manager / AM ENTERPRISES - Guntur, India

02/2021 - 02/2023

- Team Leadership: Hire, train, and supervise store staff. Conduct performance reviews, provide feedback, and ensure staff are motivated and well-informed.
- Scheduling: Create staff schedules to ensure adequate coverage during peak and off-peak hours. Manage time-off requests and adjust schedules as needed.
- Inventory Management: Manage stock levels, perform regular inventory checks, and ensure that products are stocked and displayed according to company guidelines.
- Oversee the operation and maintenance of point-of-sale (POS) systems and ensure their effective use by staff.

Recruiting Administrative Assistant / REDEX ENTERPRISES - Ahmadabad, India

09/2019 - 08/2020

- Assisted in coordinating travel arrangements for out-of-town recruits when necessary.
- Provided administrative support to recruiters during the onboarding process.

- Organized job postings and advertising campaigns on social media platforms.
- Coordinated logistics for campus recruiting events such as career fairs or information sessions.
- Develop and implement effective recruitment strategies to attract high-quality candidates and meet hiring goals.

Administrative Assistant / WestLine Ship Management Pvt.LTD. - Ahmadabad, India

08/2017 - 06/2019

- Managed office supplies inventory and placed orders when necessary.
- Managed incoming calls while providing information or transferring callers to appropriate personnel.
- Managed database systems containing customer contact information.
- Entered data into spreadsheets using Microsoft Excel or other similar programs.
- Provided administrative support to the executive team, including scheduling meetings and managing calendars.
- Managed daily office operations and maintained office supplies inventory, ensuring efficient workplace functionality.

EDUCATION AND TRAINING

Bachelor of Engineering: Mechanical Engineering
K L University - Guntur

03/2016

LANGUAGES

Urdu: First Language

English: C2

Proficient (C2)

Hindi: C2

Proficient (C2)

Telugu: C2

Proficient (C2)

PERSONAL DETAILS:

Name: SHAIK RIAZ HUSSAIN

DOB: 30-07-1994

Marital Status: Married

Mobile No: +91-7893390240

Passport No: M9520843

UAE Driving License : YES

Nationality: Indian

Mail id: riaz301994@gmail.com

DECLARATION:

I hereby declare that the details and information given above are complete and true to the best of my knowledge.