



MOHAMMED SAKKEER V V

ADMINISTRATOR

Driven and meticulous professional with more than 1 year of experience, seeking a dynamic role as an Operations Executive, Eager to leverage analytical skills and a strong passion for process optimization to optimize operations, boost efficiency, and drive impactful results. Keen to apply strong analytical skills, attention to detail, and a passion for process optimization to drive significant impact in a dynamic, growth-focused organization. Aspiring to grow within the operations field while encouraging collaboration and to driving excellence in operational performance.

052 2105567

Dubai

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PROFESSIONAL SKILLS

- Scheduling & Calendar Management
- Document Preparation
- Record Keeping
- Data Entry and Management
- Supply and Inventory Management
- Compliance & Regulatory Knowledge
- Process Improvement Initiatives
- Risk Assessment Management
- Data-Driven Decision Making

LANGUAGE SKILLS

- English – Fluent
- Hindi – Advanced
- Malayalam – Native
- Tamil – Fluent

RELEVANT SKILLS

Event Coordination

Workflow Optimization

Resource Allocation

Quality Assurance

Data Security Management

Staff Management

Regulatory Compliance

Data Analysis

PROFESSIONAL EXPERIENCE

ADMIN EXECUTIVE CUM HR ASSISTANT

Ayurgreen Ayurveda Hospital, Edappal

05/2024 - 11/ 2024

- Managed administrative tasks, streamlined daily operations, and improved efficiency by coordinating a team of 10+ and reducing turnaround times by 15%.
- Assisted in human resources functions, including recruitment, employee onboarding, and maintaining personnel records
- Facilitated communication across 5+ departments to ensure smooth operations and timely issue resolution
- Supported the HR department in payroll processing, attendance tracking, and compliance with labor regulations
- Managed office supplies, equipment inventory, and ensured the timely procurement of necessary resources for smooth operations

INTERNSHIP TRAINEE

Dr. Moopens Medical College, Wayanad, Kerala

08/2023 – 02/2024

- Gained experience in Reception, Billing, Quality, Infection Control, Finance, Business Development, and Insurance departments
- Responded to 50+ inquiries daily, provided procedural explanations, and arranged follow-up appointments, ensuring a 95% customer satisfaction rate
- Assisted visitors with navigation throughout the hospital
- Contributed to the development and implementation of operational policies to improve workflow and reduce errors, particularly during camps

ACCOUNTANT

4M Gents Wear, Edappal, Kerala

08/2023 – 03/2023

- Managed accounting transactions and prepared budget forecasts
- Published financial statements and handled monthly, quarterly, and annual closings
- Reconciled accounts payable and receivable, managing transactions of up to \$100,000 monthly and ensuring timely bank payments with a 100% on-time record

EDUCATION

GOP (Excel, Word, PowerPoint) Course

Gtech Computer Center, Edappal

2024

Professional Diploma in Hospital Administration

Jain University

2023 – 2024

Bachelor of Commerce with Computer Applications

University of Calicut

2019 – 2022

Higher Secondary School (Commerce)

Kerala Board of Higher Secondary Examination

2017 - 2019