

**Mufeeda Mammoo**  
Procurement Engineer  
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## Professional Summary

Highly skilled Office Administrator with 5 years of experience in managing administrative tasks and providing comprehensive office support. Demonstrates a proven ability to handle multiple priorities in a deadline-driven environment, with expertise in office software and filing systems. Adept at communication, organization, and problem-solving, with a commitment to maintaining efficiency and professionalism.

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## Key Skills

- Interpersonal Skills
- Analytical Skills
- Communication Skills
- Effective Time Management
- Problem solving skills
- Computer skills - MS Office (Word, PowerPoint, Excel, Outlook) and Power Bi
- Ability to Work Under Pressure
- Team Collaboration
- Multitasking
- Highly Organized
- Filing
- Adaptability
- Client Management
- Detail Oriented

## Professional Experience

### Office Administrator

*STAC Trading & Contracting*, Doha, Qatar  
August 2021 – March 2024

- Performed a variety of secretarial and administrative duties to support daily departmental functions.
- Provided administrative support to include typing/word processing, mail preparation, copying, distribution, telephone calls, and scheduling meetings, confirming travel arrangements, appointments & writing itineraries and manage office supplies.
- Involved in meet and greet programs and to all clients, vendors, new hire in a professional manner and clarify their doubts and help to navigate through the office.
- Administer front office operation and inspect common area to ensure its neat and tidy
- Customer service management – Responds to customer queries via phone, mail and in-person and maintained an organized document database.
- Scheduled and coordinated appointments, travel arrangements, Organized meetings, took minutes, and maintained communication records.
- Received any documents both outside and in-house and distributed to the assigned person as per request
- Preparing reports for head office and senior managers

- Provided assistance for renewing trade license of the company, payroll sheet preparation and ID renewal of employees.
- Negotiated and administered contracts with suppliers, vendors and other representatives. Identified best bids between suppliers, carefully comparing prices, specifications and delivery schedules and supported company's operational requirements with cost-effective, reliable supply deliveries.
- Managed inventories and maintained purchase and pricing records. Maintained and updated supplier information such as qualifications, delivery times, product ranges, etc. Issued invoices and bills to customers via mail and e-mail.
- Updated and maintained employee records, managed benefits and performance documentation.
- Employee leave management and monthly time sheet collection and submit to HRD

### **Bharat Sanchar Nigam Limited Trainee**

January 2019 – January 2020

Finished training in BSNL for optical transmission system engineers. Hands on knowledge in telecom sector and its supporting networks. Familiarised with telecom design, OTDR and measuring device, PDH, SDH, DWDM and FTTH system.

### **Admin Assistant**

*Europly Industries, Kerala, India*

January 2017 – December 2018

- Prepared letters, daily reports, equipment status reports, and monthly salary sheets.
- Managed incoming and outgoing correspondence, maintained office files and documents, and distributed to concerned departments.
- Explained company policies and procedures to employees, edited documents and presentations, and handled employee information.
- Processed employment packages, benefits information, and termination paperwork.

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## **Education**

### **B.Tech in Electronics and Communication Engineering**

*Government College of Engineering Kannur, Kannur University*

Graduated with Honours, 2016

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## **Languages Known**

English, Malayalam, Hindi (Full professional proficiency)

Arabic (Conversational proficiency)

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## **Additional Courses**

- Demystifying communication network by IEEE
- Embedded system Development by GCEK

