



MOHAMMED LUTHFI

ADMIN & HR COORDINATOR

With extensive experience across various sectors, including real estate, and hospitality, I have demonstrated proficiency in managing and optimizing business operations. My expertise includes leading effective Human resource, operational strategy, and preparing comprehensive reports to support strategic decision-making. I excel in contributing to the preparation of detailed management packages and maintaining the integrity of operational data while adhering to regulatory standards. I am now seeking to leverage my skills and experience in a senior management role, where I can drive operational strategy and excellence at a higher level.

CONNECT

- Dubai, UAE
- +971 562 437 483
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- <https://www.linkedin.com/in/mohammed-luthfi-4b0bb5101>
- Fluent in English, Hindi, Kannada & Malayalam
Beginner in Arabic
- Valid UAE Driver's License

EDUCATION

BACHELORS IN BUSINESS MANAGEMENT (BBM)
St.ALOYSIUS COLLEGE INDIA | 2014

CORE SKILLS

- Business Accounting
- Business Development
- Enterprise Resource Planning
- Organisational skills
- Communication skills
- Technical Skills
- Database Management
- Budget Management
- Leadership and team management
- Project Management
- Customer relations & service
- Attention to detail & quality control
- Vendor Management
- Inventory Management
- Compliance and regulations
- Cultural Awareness
- Innovation & continuous improvement

IT SKILLS

- Multiple CRM
- Salesforce
- Tally
- Microsoft Office
- Google Workspace
- Cloud services and collaboration tool
- Backup & Recovery

CAREER EXPERIENCE

ADMIN & HR COORDINATOR

BSO REAL ESTATE MANAGEMENT – DUBAI, UAE | 01/2024 – PRESENT

- Identified and screened potential leads through online research, property listings, and client inquiries
- Resolving inquiries and ensuring a seamless customer experience.
- Coordinate and schedule meetings, conferences, and travel arrangements.
- Maintain organized filing systems for both financial and administrative documents.
- Human resources functions, including onboarding and employee records.
- Coordinate and oversee office maintenance and vendor management.
- Maintain IT equipment and ensure all systems are running smoothly.
- Work on CRM (Buildium & Bitrix) and in-house CRM.
- HR functions, including employee onboarding, record-keeping, and compliance with company policies and employment laws..
- Provide support to employees on HR-related inquiries, and assist in resolving workplace issues.
- Basic understanding of disaster recovery planning and procedures to minimize downtime and data loss

ADMIN – SALES COORDINATOR

VEGA INTERNATIONAL GROUP LLC - UAE | 11/2022 – 12/2023

- Supply chain management.
- Handle inbound and outbound calls and emails.
- Acquire and engage prospects to increase revenue.
- Promote job opportunities globally and handle candidate screening and evaluation.
- Work on ATS (Ceipal) and Zoho.
- Conduct thorough market research to identify opportunities, trends, and competitive landscape in the target region

BUSINESS DEVELOPMENT EXECUTIVE

SQUAIRCLE INFRATECH - INDIA | 02/2018 – 09/2022

- Manage resource and maintain quality standard on work atmosphere.
- Oversee office budgets, process invoices, and manage expense reports. Work with the finance team to ensure accurate financial records.
- Provide administrative support to management and staff, including scheduling meetings, managing calendars, and coordinating travel arrangements.
- Ensure that office practices and procedures comply with company policies and relevant legal regulations.
- Delegate tasks and supervise.

ADMIN – COORDINATOR & SALES

ECOLOGIC HABITATS LLP - INDIA | 02/2015 – 01/2018

- Assistant to the company Director .
- Sales of commercial properties.
- Maintain office files and confidential records.
- Property listing and generate leads for sales.
- Assistance to office manager for office and site related duties and employees onboarding.
- Training and orientation for in-experienced employees and freshers.
- Preparation of presentation and reports for management.

SUPERVISOR & COORDINATOR

POP TATE'S EATERY - INDIA | 04/2013 – 12/2014

- Supervise daily operations..
- Customer satisfaction and handling.
- Manage staff schedules and maintain Business vendor relationships.
- Compliance with health & safety regulations.