

ABDUL SALEEM PP

ADMINISTRATIVE/MARKETING

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PROFESSIONAL SUMMARY

Administrative and operations professional with 8+ years of experience across the UAE and KSA in office administration, HR coordination, documentation control, procurement support, and stakeholder communication. Proven ability to streamline processes, support cross-functional teams, and deliver accurate reporting in fast-paced environments.

CORE SKILLS

- Office Administration | HR & Admin Coordination | Documentation & Records Management
- Scheduling, Calendar Management & Meeting Coordination | Reporting & Data Management (Excel)
- Procurement Support | Vendor & Client Coordination | Travel & Logistics Coordination
- Customer Service & Front Office Support | Process Improvement | Compliance & Confidentiality
- Tools: Microsoft Office (Word, Excel, PowerPoint), Google Workspace, Email & Collaboration Tools, Canva

WORK EXPERIENCE

Managing Partner / Operations & Administration Lead

Bismi Uniforms LLC, Dubai, UAE | Jun 2023 – May 2025

- Led day-to-day administration and business operations for a uniform manufacturing company.
- Managed documentation, quotations, invoices, purchase orders, and coordination with suppliers.
- Handled client communication, order follow-ups, and ensured service quality and timely delivery.
- Supervised staff activities and maintained workflow tracking and operational reporting.
- Supported branding and digital marketing activities to improve lead generation and visibility.

Marketing Coordinator (Administration Support)

Zahran AlJubail Gen. Cont. Co., Jubail, KSA | Jan 2021 – May 2023

- Coordinated marketing campaigns and supported administrative operations for project teams.
- Prepared proposals and presentations; maintained correspondence, records, and reports.
- Conducted market research to identify opportunities and track competitor activity.
- Liaised with clients and vendors to ensure smooth coordination and timely deliverables.

Admin Manager

Mohammed Saud Al Subai Co., Jubail, KSA | Nov 2018 – Dec 2020

- Managed office administration, HR coordination, procurement support, and facilities management.
- Supervised admin staff; ensured compliance with company policies and documentation standards.
- Coordinated onboarding, attendance, payroll support, and employee records.
- Prepared management reports, supported budgeting, and improved internal processes for efficiency.

Assistant Administrator

Penta Technical Trading & Cont. Est., Jubail, KSA | Jan 2016 – Oct 2018

- Provided administrative support to management and project teams; maintained records and filing systems.
- Assisted procurement and logistics coordination; followed up with vendors and suppliers.
- Supported HR tasks including attendance tracking, recruitment coordination, and payroll documentation.
- Organized meetings, prepared reports, and managed office inventory.

EDUCATION

- B. Com, Rajiv Gandhi University, Chennai, India (2012)
- Diploma in Aviation, Airport and Cabin Crew Management, Kerala, India (2011)

CERTIFICATIONS

- Microsoft Office Specialist – Excel (2014)
- Tally + Peachtree (2014)
- G Operator – Windows, MS Office, Internet & Email (2014)
- Diploma in Multimedia and Animation (2014)
- Digital Marketing -2025

ADDITIONAL INFORMATION

- Languages: English, Hindi, Malayalam, Tamil
- Visa Status: UAE Residence Visa | Availability: Immediate
- UAE Driving License