

## ABUTHAHIR KUTHBUDEEN

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# PROFESSIONAL SUMMARY

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Detail-oriented Associate Administrator with 12+ years of progressive experience in office management, financial transaction processing, and compliance oversight. Proficient in accounts receivable/payable, month-end close, record-keeping, scheduling, and cross-departmental coordination. Seeking to leverage strong administrative and financial analysis skills to optimize processes and support organizational goals.

# CORE SKILLS & KEYWORDS

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- Office Administration
- Scheduling & Calendar Management
- Record Management
- Accounts Receivable & Payable
- Month-End Close & Bank Reconciliation
- Regulatory Compliance
- Inventory & Supplies Management
- Process Improvement
- Cross-Functional Coordination
- MS Office (Word, Excel)
- Accounting Applications

# PROFESSIONAL EXPERIENCE

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## **Private Garage – Al Attiya, Qatar | Associate Administrator | April 2024 – Present**

- Maintain accurate records of invoices, contracts, and employee documentation.
- Process daily financial transactions and accounts receivable data for posting.
- Reconcile books with bank statements; prepare month-end dealership accounting reports.
- Oversee accounts payable/receivable processing to ensure timely, accurate payments.
- Manage office supplies and equipment to support hybrid staff operations.
- Monitor compliance with company policies and workplace safety standards.

## **Qatar Star Services – FIFA World Cup, Doha, Qatar | Administrative Coordinator | October 2022 – January 2023**

- Supervised daily food-court operations to ensure high customer satisfaction.
- Coordinated with multiple vendors to enforce lease agreements and hygiene regulations.

- Monitored inventory levels; managed procurement and replenishment of common supplies.

#### **Dharbar Supermarket – India | Administration Officer | February 2019 – August 2022**

- Oversaw store administrative functions, supporting sales, inventory, cashiers, and logistics teams.
- Maintained documentation of incoming/outgoing stock via inventory management systems.
- Managed staff schedules, attendance records, and performance tracking.
- Recorded daily financial transactions, petty cash, and compiled sales reports.

#### **Delta Plastics – India | Administrative Assistant | June 2012 – December 2018**

- Maintained raw-material inventories, production schedules, and finished goods records.
- Processed purchase orders and liaised with suppliers to ensure timely deliveries.
- Assisted with ISO/quality-system documentation and audit preparation.
- Tracked machine performance and downtime; prepared production-output reports.
- Supported production managers with workflow optimization and dispatch coordination.

## EDUCATION

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### **Bachelor of Computer Applications (BCA), GPA 7.9**

Norwich Institute of Management and Studies, India 2018

## CERTIFICATIONS

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- Certificate in Office Applications (C.O.A)
- Diploma in Information Technology (D.I.T)

## TECHNICAL TOOLS

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- MS Office Suite (Word, Excel, PowerPoint)
- Accounting Software (ERP, QuickBooks-style)

## ADDITIONAL DETAILS

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**Languages:** English (fluent)

Willing to relocate within Qatar region