



**MOHAMMED MUSTHAFA.V**  
MARKETING ASSOCIATE

## OBJECTIVE

Seeking a position as Marketing Associate to leverage organizational and research skills to support internal and external communication with proven Business Analytical Skills such as Reporting Skills, Administrative Writing Skills, Microsoft Office Skills, Sales and Marketing skills, Social Media handling Skills, Accuracy and Attention to Details, Discretion and Judgement, Established Team work and Patience to work at any circumstances by attaining a Master's Degree focused in Business Administration and Management from United Kingdom.


## SKILLS & ABILITIES

**TOP SKILLS :** Business Administration and Management Knowledge, Management Accounting, Sales and Marketing, Human Resource Management.

**INDUSTRY KNOWLEDGE :** Gained an International Perspective, Developed Key Management skills, Solving Commercial Challenges, Operational and Economical Understanding.

**OTHER SKILLS :** Interpersonal Communication, Analytic Reporting, Goal Analysis, Digital Asset Management, Self-Taught Management, Teamwork.

## VITALS

 +971566435841 (UAE)

 +919207902645

D.O.B: 19/04/1995

 [muhammedmusthafa.munna@gmail.com](mailto:muhammedmusthafa.munna@gmail.com)

## EXPERIENCE

**DOORSTEP DESSERTS LIMITED CO., LEICESTER, UNITED KINGDOM**  
(ADMINISTRATIVE ASSISTANT/STRATEGIC PLANNING ASSISTANT)

(JANUARY 2017 – OCTOBER 2018)

Accountable for managing the delivery of critical projects, and for providing Administrative support for all the projects conducted by the company. Provided technical updates of any known issues or risks to Senior Manager.

### *Duties:*

- Answering and directing phone calls regarding every client.
- Organizing and scheduling the meetings and appointment conducted by the company.
- Maintaining contact list and order office supplies.
- Producing and distributing correspondence memos, letters, faxes, and forms.
- Developing and maintaining a filing system also booking out travel arrangements.
- Submitting and reconcile expenses and generates reports.
- Accompanying multiple projects also fixing and monitoring invoices.
- Contribute to team effort by accomplishing related results as needed.

**ENVIRONMENTAL AND SUSTAINABILITY DEPARTMENT (DE MONFORT UNIVERSITY, LEICESTER, UNITED KINGDOM)**  
(ADMINISTRATIVE ASSISTANT/MARKETING ASSOCIATE)

(2017-2018)

It includes preparations for Department based on an Internship progression by creating an annual report based on a sustainability and environmental development 2017/18 as we work to embed sustainability as part of our everyday activities and develop the values of global citizenship and civic responsibility with large scale community.

### *Duties:*

- Recognized the key role of consumers as decision makers in moving towards Sustainability.
- Operation and implementation of the Environmental Management System by reducing carbon dioxide emissions, recycling increasing volumes of waste, supporting Fair Trade initiatives and adopting healthier lifestyles.
- Carrying out administrative duties such as filing, typing, copying, binding, scanning.
- Proofreading and ghostwriting internal communication for the senior manager in transition to international EMS standard ISO14001:2017
- Handling social media marketing and advertising to scope both staffs and students concerning sustainable aspects of a University.

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**TENDER COCONUT (DESIGN COMPANY), KANNUR, INDIA  
ADMINISTRATIVE ASSISTANT/MARKETING ASSOCIATE (2018-2019)**

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*Duties:*

- Monthly Brand In sighting and Tracking.
- Acting as the point of contact for internal and external clients.
- Managing Search Engine Optimization (SEO).
- Emailing Marketing and List Acquisition.
- Analyzing Social Media Marketing and Advertising (Facebook, Twitter, Instagram and Website Blogs).
- Using computers to generate reports, transcribing minutes from meetings, creating presentations and conducting research.
- Waving greetings and assisting any needs to customers or visitors.

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## EDUCATION

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**DE MONTFORT UNIVERSITY, LEICESTER, UNITED KINGDOM (2017-18)  
MASTER OF BUSINESS ADMINISTRATION (GLOBAL BUSINESS)**

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- Project Management
- International Marketing Management
- International Strategic Management and Corporate Case Study
- Human Resource Management
- Executive Company Project

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**UNIVERSITY OF MADRAS, CHENNAI, INDIA (2013-16)  
BACHELOR OF BUSINESS ADMINISTRATION (BBA)**

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## AREAS OF EXPERTISE

- A RELEVANT KNOWLEDGE IN BUSINESS ADMINISTRATION AND MANAGEMENT
- BUSINESS FORECASTING AND STRATEGIC PLANNING
- RISK MANAGEMENT AND BUSINESS CONTINUITY
- EXCEPTIONAL WRITTEN AND ORAL COMMUNICATION SKILLS
- GOOD TIME MANAGEMENT SKILLS AND MULTI TASKING ABILITY
- PERSONAL LEARNING AND ORGANISATIONAL AWARENESS
- DETAIL-ORIENTED AND ANTICIPATES NEEDS

## TOOLS + COMMUNITY

**PLANNING + FORECASTING:** MS PROJECT, NUMBERS, OFFICE, WORD, EXCEL

**COMMUNICATION:** KEYNOTE, POWER POINT

**COLLABORATION:** ASANA, BASECAMP, SHARE POINT, TEAMWORK

## REFERENCES

PROVIDED ON REQUEST