



# MOHAMMED SAHIL

## HR ASSISTANT/ ADMINISTRATIVE ASSISTANT

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### SUMMARY

Detail-oriented professional with experience in administrative coordination, employee support, documentation management, and office operations. Skilled in maintaining records, supporting onboarding activities, handling correspondence, and coordinating daily administrative tasks. Seeking an HR Assistant / Administrative Assistant role to contribute to efficient organizational operation

### WORK EXPERIENCE

#### ADMINISTRATIVE ASSISTANT

**Indra Design & Tiles - Pattambi, India (Mar 2024 - Jan 2025)**

- \* Provided administrative and documentation support
- \* Coordinated meetings, calendars, and prepared reports
- \* Assisted in payroll support, expense verification, and vendor coordination
- \* Handled internal and external inquiries professionally

#### HR TRAINEE

**Cyrix Health Care Pvt. Ltd. - Kochi, India (Nov 2023 - Feb 2024)**

- \* Assisted employees with queries and routine administrative support
- \* Coordinated with departments to resolve employee-related issues
- \* Supported onboarding by explaining roles, compensation, and policies
- \* Maintained accurate employee records and documentation

#### ASSISTANT AUDITOR

**Dileep S & Associates - Kochi, India (Jun 2022 - Oct 2022)**

- \* Assisted in payroll processing and financial documentation
- \* Supported audit teams in preparing compliance reports

### EDUCATION

**MBA (HR) - Suresh Gyan Vihar University (Pursuing)**

**B.COM (ACCA) - Srinivas University (2022)**

### CERTIFICATIONS

**HR Generalist Certification - Wisen International HR Academy**

### CORE COMPETENCIES

- |                                      |                         |
|--------------------------------------|-------------------------|
| * Administrative Support             | * Attendance Tracking   |
| * Employee Coordination              | * Office Administration |
| * Documentation & Records Management | * MS Word, MS Excel     |
| * Onboarding Support                 | * Communication Skills  |
| * Team Coordination                  |                         |
| * Time Management                    |                         |

### PERSONAL DETAILS

- |                             |                             |
|-----------------------------|-----------------------------|
| ◆ Date of Birth: 01/01/2001 | ◆ Place of Issue: Riyadh    |
| ◆ Nationality: Indian       | ◆ Visa Status: Transferable |
| ◆ Gender: Male              |                             |

**LANGUAGES:** English | Malayalam