

MUHAMMED BILAL MK

HR Executive | HR Coordinator | Administrative Support

Sharafiya, Jeddah, Saudi Arabia

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PROFESSIONAL SUMMARY

Motivated and detail-oriented HR professional with hands-on experience in recruitment, onboarding, employee documentation, and administrative coordination. Experienced in supporting day-to-day operations, inventory management, and customer coordination in fast-paced environments. Strong organizational, communication, and problem-solving skills with a people-focused approach to HR processes.

CORE COMPETENCIES

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|------------------------------------|---------------------------------------|
| • Recruitment & Onboarding | • MS Office (Excel, Word, PowerPoint) |
| • HR Documentation & Coordination | • Team Coordination |
| • Administrative Support | • Time Management |
| • Inventory Management | • Problem Solving |
| • Customer Relationship Management | • Communication Skills |

PROFESSIONAL EXPERIENCE

HR Executive

Life Planner Studies and Opportunities - 2024 – 2025

- Assisted recruitment and onboarding coordination for new employees across departments.
- Maintained employee records, HR documentation, and internal databases with accuracy.
- Supported daily HR operations and employee coordination in fast-paced environment.
- Improved administrative workflow efficiency through documentation and coordination support.

Inventory Assistant - 2023 – 2024

Domino's Pizza

- Managed stock tracking and inventory organization to support daily operations.
- Conducted regular inventory audits ensuring stock accuracy and proper documentation.
- Coordinated with suppliers for timely replenishment and inventory delivery follow-ups.
- Maintained accurate inventory records and reporting documentation for operations.

Administrative Assistant

(Previous Experience)

- Prepared reports and maintained administrative documentation for daily office operations.
- Coordinated team activities and supported scheduling and operational requirements.
- Assisted general office administration and communication between departments.

EDUCATION

- **MBA (Master of Business Administration)** - 2025 – 2027
Sikkim Manipal University
- **PG Diploma in Global Business Administration** - 2023 – 2024
IBIS Business Academy
- **BA English & Literature** - 2020 – 2023
Calicut University

TECHNICAL SKILLS

- | | |
|-----------------------------------------------------|----------------------------------------|
| • Microsoft Excel (data handling, tables, formulas) | • Microsoft PowerPoint (presentations) |
| • Microsoft Word (documentation) | • Inventory tracking systems |
| | • HR documentation handling |

KEY ACHIEVEMENTS

- Managed AC Milan Academy Nilambur operations as team manager.
- Led football teams in local tournaments and competitions successfully.
- Improved inventory tracking process efficiency in previous role.
- Received positive feedback for HR coordination and customer support performance.

PERSONAL DETAILS

- Nationality: Indian | Date of Birth: 18 January 2002
- Passport Number: C0992581 | Iqama: Transferable
- Language: Malayalam (Fluent), English (Basic), Hindi (Basic), Arabic (Basic)