

Midhun Murali

Dubai, UAE

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midhunmurali133@gmail.com

Holding Valid UAE License



Profile

A Management Professional with in-hand experience of 5 years in Admin and Operations coordinator, drawings and design willing to take initiative and complete multiple tasks with perfection with my skills best focused on planning implementation, supervision and technical work.

Experience (5 years)

- **Bin Hilal Group (Pesco), Dubai, June 2024-November 2024**
- **Operations Coordinator**
- Manage daily operational activities such as inventory management, logistics and supply chain operations. Develop & implement operational policies and procedures to improve efficiency and productivity. Coordinate with various departments to ensure seamless communication. Monitor and analyze operational processes to identify areas of improvement.
- **WS wang Technology, Dubai, Feb -2022- May2024**
- **Administrative Assistant**
- Manage daily administrative tasks, including phone calls response, scheduling & organizing documents. Coordinate team meetings, events and prepare agendas. Assist in project management by tracking deadlines & facilitating communication. Handle expense report, invoice & basic accounting tasks.
- **Punarjani Architectural Design, Adoor, Kerala, India (Nov 2019 – Oct 15, 2021)**
- **Architectural Draftsman**
- Operating AutoCAD software for project design and estimation as well as the supervision of ongoing project work, planning and Revit Architecture.
- **Mehboobiya Enterprises PVT. LTD, Madiwala, Bangalore, India. (May 09, 2018 – Sep 10, 2019)**
- **Cashier**
- Maintaining the cash register, recording purchases, sales, processing returns and scanning items for sale.

Education

- BBA Graduate in Bachelor of Business Administration (General) from Shivaji University, 2018

Certifications

- Civil Architectural Designing Course (CADC- 2D & 3D version), Revit Architecture (Interior and Exterior design).

Key Skills

- Civil Architectural Designing Course (CADC), Soft Ware Auto Desk, AutoCAD, Revit Architecture, Adobe Photoshop (Advanced)
- Self-motivated
- Time management
- Good communication skills

Hobbies and Interests

- Football, Badminton, Cricket
- Music, Traveling

Languages

- English
- Hindi
- Malayalam
- Tamil

Personal Details

- Nationality: Indian
- Date of birth:10/05/1995
- Place of birth: Punalur, Kollam, India
- Driving license: India & UAE (15/02/2024 - 15/02/2026)

References

References are available upon request.

Declaration

I hereby declare that above details are true, complete and correct to the best of my knowledge and belief.

Place: Dubai
Date :15/05/2025

Midhun Murali