

Moon Moon Ahmed



AREAS OF EXPERTISE

Compliance related to HEI
Office management
Administrative procedures
Processing Information
Creating spreadsheets
Multitasking
Report writing
Document Presentations
Diary management
Mail & file management

PROFESSIONAL

Certificate in ICT
PG Diploma in Human Resource Management
Certificate in Office Assistant
Certificate in Desk Top Publishing

PERSONAL SKILLS

Time Management
Proactive and assertive
Flexible & approachable
Decision making
Problem solving
Excellent memory
Remain calm under pressure

PERSONAL SUMMARY

A highly competent, motivated and enthusiastic administrative Manager with experience of working as a team head in a busy office environment. Well organized and proactive in providing timely, efficient, and accurate administrative support to Senior officials and colleagues. Approachable, well presented, and able to establish good working relationships with a range of different people. Possessing a proven ability to generate innovative ideas and solutions to problems. Right now, is looking for a suitable administrative position with an organization that offers a friendly and supportive environment and excellent professional development opportunities.

WORK EXPERIENCE

The Assam Royal Global University, Guwahati

Deputy Manager, 1st October 2020 – Present.

Responsible for Heading the Academic Section of the University, University Nodal Officer of All Indian Survey of Higher Education under Ministry of Education, University Nodal Officer of National Scholarship Portal and other scholarships, a part of the Ph.D. cell (related to administrative affairs), non-teaching member of University Internal Complaints Committee, was a member of University IQAC cell, Anti-ragging Cell. Apart provides an efficient and professional administrative and academic

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service to all the stakeholders of the University, to facilitate the efficient operation of the office.

Mahatma Gandhi University, Shillong

Deputy Registrar, 21st February 2020 – 30th September 2020.

Responsible for leading the Academics and Administration of the University after the Registrar and to report to the Hon'ble Vice-Chancellor and Hon'ble Chancellor.

The Assam Royal Global University Guwahati, erstwhile Royal Group of Institutions Guwahati

From Office Assistant, 1st March 2011 under Royal Group of Institution to Deputy Executive, 20th February 2020 under The Assam Royal Global University, Assam.

A journey, responsible to look after the administrative and academic affairs of the Royal School of Engineering & Technology then to be part of the Academic section under The Assam Royal Global University, Guwahati

Bharatiya Vidya Bhavan's Gandhi Institute of Computer Education & Information Technology, Guwahati

Faculty cum Office Administrator

11th October, 2006 – 28th February, 2011

Responsible for teaching Computer Basics, to provide an efficient and professional administrative support to the Co-Ordinator and

Office In-charge of the Guwahati Centre for facilitating efficient operation of the office.

PERSONAL DETAILS

F/O Safi Uddin Ahmed

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Near Notboma Housefed Complex

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✉ : ahmedmunmun2008@gmail.com
ahmedmunmun2008@rediffmail.com

DOB : 19/08/1983

Nationality : Indian

KEY SKILLS AND COMPETENCIES

- Strong organizational, administrative and analytical skills.
- Ability to maintain confidentiality.
- Excellent working knowledge of all Microsoft Office packages.
- Ability to produce consistently accurate work even while under pressure.
- Ability to multi task and manage conflicting demands.
- Strong written and oral communication skills.

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ACADEMIC QUALIFICATION

- HSLC from Anand Academy, Dispur, under SEBA securing 1st Division in 2000.
- HS (Sc.) from Swadeshi Academy, Guwahati, under AHSEC securing 2nd Division in 2002.
- B.Sc. from Arya Vidyapeeth College, Guwahati, under Gauhati University securing 2nd Division in 2005.
- LL.B. from J.B. Law College, Guwahati, under Gauhati University securing 2nd Class in 2010.
- MSW from Assam Institute of Advanced Studies, Guwahati, under Vinayaka Missions University, Salem, securing 1st Class in 2013.

DECLARATION

I do hereby declare that the aforesaid information is true and correct to the best of my knowledge and belief.

Date: - 14th December 2023

Place: - Guwahati

Moon Moon Ahmed.

(Moon Moon Ahmed)