

MOHAMMED RAIYAN MAHMUD

OFFICE MANAGEMENT AND DATA PROCESSING

Sheikh Mohammed bin Zayed Road, Sharjah | +971588095281 | r4174n@gmail.com

PROFILE

Multilingual professional (Arabic, English, Hindi, Bengali) with a BBA and extensive experience in documentation, CRM management, and client relations. Expert in streamlining visa processing and high-volume reservations with a focus on 100% regulatory compliance. Holds a valid UAE driving license with full mobility across Emirates to coordinate with embassies and corporate liaisons.

PROFESSIONAL SKILLS

Visa & Doc Compliance
Reservation Portals

Logistics & Scheduling
Operational Efficiency

TECHNICAL SKILLS

Client Relations
Microsoft Office Suite

Operational Efficiency

CRM Management

PROFESSIONAL EXPERIENCE

- Operations Manager, Musa Travels LLC, Ajman** Mar 2023 - Present
- Execute full-cycle visa processing and travel bookings for all clients.
 - Negotiate airline and vendor rates to optimize overall booking costs.
 - Maintain 100% compliance with UAE laws for error-free submissions.
- Operations Manager, CPU Travels LLC, Ajman** Mar 2023 - Sep 2025
- Direct end-to-end visa processing and travel reservation lifecycles for corporate and individual clients.
 - Ensure 100% regulatory compliance with UAE immigration laws, maintaining a zero-error submission rate.
 - Negotiate with vendors and airlines to secure competitive rates, optimizing booking costs.

EDUCATION

- Bachelor of Business Administration (BBA), Arden University UK** Sep 2022 - Dec 2025
- Graduated 2025
- Focused on Business Management, Operational Strategy, and Professional Communications.
- HSC Graduation, Indian International School Sharjah** Apr 2020 - Jul 2022
- Graduated 2022
- Completed secondary education with a focus on Business Studies and Economics.
 - Active participant in extracurricular activities and leadership initiatives.

ADDITIONAL INFORMATION

- Languages:** English, Arabic, Hindi, Bangla.
- Certifications:** UAE Driving License (Full Mobility); Adobe Photoshop (Design/Editing).
- Availability:** Immediate joiner; based in Sharjah, Ajman and Dubai.
- Attributes:** Strong interpersonal skills with a focus on conflict resolution and high-pressure environment management.

