

MUNAWAR KARANGADAN

Private Office Support & Administration

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SUMMARY

Proactive and detail-oriented administrative professional with over 8 years of experience providing high-level operational support within a Private Office environment. Highly organized with a proven track record of managing complex calendars, physical and electronic filing systems, and coordinating with external service providers. Trusted to maintain strict confidentiality with sensitive records. Equipped with an adaptable, continuous learning mindset, advanced computer proficiency, and experience utilizing modern digital platforms and AI-driven solutions to ensure seamless household or office operations alongside management teams.

WORK EXPERIENCE

Office Administrator

The Private Office of H. H. The Ruler of Dubai, Dubai July 2018 – Present
Section – Al Hayl Island, Abu Dhabi

- Managed end-to-end property administration and facility operations, raising Fault Reporting Forms (FRF) for building maintenance, contacting suppliers, and coordinating contractors to ensure household and property standards were strictly maintained.
- Directed comprehensive hospitality and logistical preparations for VIP guest arrivals and private events, ensuring pristine beach settings and seamlessly coordinating the deployment of vehicles, jetskis, boats, and barges.
- Supported daily procurement requirements and managed complex transport schedules across multiple assets, maintaining accurate operational databases and ensuring timely execution of all service requests.
- Supported HR and administrative tasks by processing leave requests, managing staff accommodations, and solving routine logistical problems independently.
- Organized highly sensitive records and managed store inventory (issuing and receiving items), keeping physical files and electronic databases accurate and up to date.
- Tracked and followed up on important deadlines, renewals, and operational tasks, making sure there were no gaps in communication or continuity.

- Utilized modern digital tools and AI applications to handle daily financial administration, track expenses, and step in wherever needed with a highly adaptable and reliable approach.
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EDUCATION

- **Bachelor of Business Administration (BBA) in Management**

Rabindranath Tagore University, India • 2022 (MOFA Attested)

CERTIFICATIONS & TRAINING

- **Analyzing and Visualizing Data with Microsoft Power BI** – Manorama Horizon • 2026
 - **Project Management (IT)** – Symbiosis Center for Distance Learning • 2025
 - **Level 7 Diploma in Office Management & Administration** – CPD Accreditation • 2025
 - **Diploma in Office Administration** – KHDA Accreditation • 2025
 - **Leadership** – KHDA Accreditation • 2025
 - **Customer Service** – SPEA Accreditation • 2025
 - **Time & Priority Management** TDRA • 2024
 - **Data Analysis Excel** – upGrad • 2021
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SKILLS & COMPETENCIES

- **Core Administration & Support:** Manager Support, Calendar & Appointment Management, Discretion & Sensitive Records Organization.
 - **Operations & Logistics:** External Service Provider Coordination, Transport & Fleet Scheduling (Vehicles, Boats, Barges), Seamless Household Operations, Travel Itineraries.
 - **Procurement & Facility Management:** Vendor Liaison & Follow-up, Purchase Orders & Delivery Scheduling, Store & Inventory Management, Expense Tracking.
 - **HR & Task Management:** Staff Accommodation & Leave Requests, Deadline & Compliance Tracking, Medical & General Appointment Follow-up, Continuity of Operations.
 - **Technical Proficiency:** Modern Digital Tools & Platforms, AI-Driven Solutions, MS Office Suite, Power BI, Electronic Filing Systems.
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PERSONAL DETAILS

- **Nationality:** Indian
- **Languages:** English (Fluent), Hindi (Intermediate), Malayalam (Native)
- **License:** Light Vehicle Driving License, United Arab Emirates