



# SUNILA ABDULLATHEEF

## Project/Administration/Operations Management

### WORK PROFILE:

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**Project Manager**  
**MiStudi Division – Microtec Educational Group**  
**Thrissur, Kerala, India**  
November 2021 till date

**MiStudi is the Online Education division of Microtec Education Group.**

Admissions Management  
Post Admissions Assistance  
Ground work for website MiStudi.com  
Ground work for MBA Portal – new website plan  
Staffing/Recruitment Screening of CVs for openings in the Division  
Student Career Counseling for Online Education – UG and PG level  
Branding and Marketing Strategies  
Content Writing  
Design drafting  
Seminar Conduction to Promote brand

**Administrative Director**  
**Cambridge Montessori School**  
**Kerala India**  
January 2018 – April 2021

Director to overall Academics and Administration  
Classroom structure  
Curriculum Planning  
Academic Year Planning  
Staffing/Recruitment  
Leave and Payroll  
Parent Counseling  
Student Counseling  
Learning Methods Coaching  
Advertisement and Marketing Strategies  
Purchase and Vendor Management  
Teaching – English and Mathematics (Pre-KG to Class 5)

Services provided in the Center:  
Montessori Daycare – Age 1 to 3  
Montessori PreKG – Age 3 to 4  
Montessori Kindergarten – Age 4 to 6  
Afterschool club/Homework and tutor assistance – Upto Grade 5

**Fleet Administrator**  
**Pricing and Procurement Incharge**  
**Hamad and Mohammed Al Futtaim Co. WLL**  
**Doha, Qatar**  
July 2015 – November 2016

## SUMMARY

Coming from 9 seasoned years of Corporate work experience in Qatar and India (HR, Operations, Entrepreneurship, Procurement, Project Management, Marketing and Branding strategies roles in highly reputed organizations)

## CONTACT

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## SKILLS

- ★ Proficient in English Language
- ★ Skills in Recruitment
- ★ Team building and Management
- ★ Training and Coaching
- ★ Vendor Management
- ★ Podcaster
- ★ Creative Content Writer (Blog)
- ★ Color pencil art
- ★ Hand Lettering
- ★ Arabic Calligraphy
- ★ Visual Art
- ★ Singing

Handled a critical role in the company's vehicle rental and leasing operations in Qatar. Responsible for the dynamic pricing and fleet management of over 1200 vehicles. Handled vendor management activities for all purchases for the company, fleet insurance management, and Critical response reports (breakdown/accident) management. Fulfilled the initial statutory requirements related to these activities. Worked closely internally with the finance, sales and other operations. Reported directly to the Country Manager.

**General Administrator**  
**Projects/HR/Administration**  
**Ocean Team Qatar WLL (OTQ)**  
**Petroleum Technology**  
**Doha, Qatar**  
May 2012 – March 2014

All walks of general administration, Management of 50 blue collar offshore and onshore technicians, Assisted man power planning for projects of Chemical & Mechanical Cleaning Services, Effectively handled the office activities including human resource, purchasing, building maintenance/repair, and front office. The HR activities include, recruitment, training, visa processing for overseas labor, travel management, employee safety and welfare management. Used SAP for record keeping related to vendors, purchases. Reported directly to CEO.

**Part Time HR Consultant**  
**Human Resource Structure**  
**Seagulf Trading and Contracting WLL**  
**Doha – Qatar**  
November 2009 – March 2010

Set up administrative policies, HR system and procedures for the company. Helped with Recruiting and staffing and related documentation. Worked with the Owner of the company to set up a HR structure for the first time in the company.

**Technical Assistant**  
**HR/Administration/Database**  
**Expansion Start Up – QG II Downstream**  
**Qatar Gas Operating Company LTD**  
**Doha, Qatar**  
October 2008 – October 2009

Responsible for Staffing, Payroll, leave and compensation of team members. ESU Start-up QG II Downstream was a team of 50 onshore and offshore engineers and technicians. Reported to Operations Manager.

**Telex Processor**  
**Telex/Kapiti Payment Processing – Back Office**  
**Commercial Bank of Qatar**

**Doha, Qatar**

July 2007 –April 2008

Processing swift messages, telex money transfers, Kapiti Verifications. Reported to Head of Department – Telex transfers.

**Guest Lecturer****Bharatiyar Univesity Center****St. Aloysius College****Thrissur, Kerala, India**

February 2006 – August 2006

Subject Handled: English Prose and Grammar, International Business, Marketing Management. Reported to Center Head.

**HR Internship Trainee****Recruitment and Staffing****Mannai Corporation, Doha Qatar**

November 2005 – January 2006

Ad placements, Proofreading, Database Management, Interviews, Performance Appraisals. Trained under Staffing and Recruitment Manager.

Assisted the team working for the **2006 Asian Games** (which was held in December 2006 in Doha Qatar)

**LEARNING IN PROGRESS**

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**Currently Undergoing Certification for-****Green Belt Certified Career Counsellor (Univariety)****Global Career Counsellor (University of California – Los Angeles Extension)****Human Resource Administration Certificate Course****NLP Master Practitioner Certificate****School Administration Certificate****Arabic Calligraphy Student****Islamic Knowledge Research****ACHIEVEMENTS**

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**Certified NLP Practitioner (2021)****Certified Mindfulness Practitioner (2021)****Certified Diploma in Montessori Education (2017)****Certified as Best employee of the Quarter (Al Futtaim Group – 2016)****Certified Internal Auditor (2013)****EDUCATION:**

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**Master of Business Administration (MBA)****Mahatma Gandhi University**

August 2003 – October 2005

Specialized in Human Resource Management and electives –

Organizational Behavior, Management of Group and Interpersonal Processes, Marketing Management, General Business Administration, Operations Research and Global Business.

**Masters in English Literature (MA)**

**Annamalai University**

June 2007 – May 2009

Specialized in the transformation of English literature from middle English through English renaissance, romanticism, to Victorian literature and American literature. Also studied as subsidiary subject, the principles of journalism and the English writing styles needed for the mainstream media.

**Bachelors in English Literature (BA)**

**University of Calicut**

August 2000 – May 2003

English as a language

Grammar and phonics

Literature, Sociology and History of Britain

**SCHOOL EDUCATION:**

**MES Indian School Doha Qatar**

**CBSE Syllabus**

April 1998 – March 2000

**Ideal Indian School Doha Qatar**

**CBSE Syllabus**

April 1986 – March 2000

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