**NABEES**

**Email :** nabees.207011@2freemail.com

# CAREER OBJECTIVE

* **Administration and Management** – A highly organized administrator with proven office management skills and lots of initiative. Have a strong knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.
* **Clerical** – Well versed with administrative and clerical procedures and systems such as word processing, managing files and records, stenography and designing forms, and other office procedures and terminology.

# WORK EXPERIENCE

## ADMINISTRATION Cum HR MANAGER

## MAY 2015-MAR 2017

**Wuzhou Abbas Gems & Jewellery Co ltd.,** Wuzhou – China

* Maintain Employee Personal Files, Leavers and Joiners records, Appointment Letters, Resignation, Leave and Attendance records etc.
* Overall responsibility for management process. Making sure that all office systems are managed and maintained, Uniform Sales; Petty Cash; and Client Files.
* Maintains all incomes and expenses of the branch.
* Raising of purchase orders and invoice tracking. Creating and modifying documents using Microsoft Office.
* Maintain office datas confidentially.
* Formulated and directed international marketing plan for gemstone product, experienced the profitable way.
* Planning Development activities on day to day basis.
* Updating and Maintaining the company website.
* Selling products through mail, Posting ads in social medias.
* Resolving clients queries efficiently and carefully.
* Report monthly on office progress, identifying areas of concern or improvement.

## ADMINISTRATION MANAGER

*JUL 2012-MAR 2015*

**Al Safa Transports Pvt ltd.,** Chennai - India

* Joined as **Assistant Manager** and promoted to **Administration Manager**.
* Responsible for assigning the daily tasks for employees.
* Assisting with preparation of the monthly management accounts.
* Maintaining accurate administrative records.
* Efficiently managing, monitoring a team of drivers and vehicles.
* Managing payroll for the employees.
* Identifying operational issues, potential problems and opportunities.
* Resolving and managing queries and complaints courteously and efficiently.
* Appraising staff performance and also taking disciplinary measures when required.
* Ensuring all site and customer objectives are achieved.

# WORK ACHEIVEMENTS

* Created Online Selling website for the company.
* Improve company sales more than the previous years.
* Implement Online bus ticket booking method.

# EDUCATION

* **MBA – Marketing Management** 2013-15

 Tamil Nadu Open University, Chennai

* **BCA – Computer Application** 2009-12

 Thiruvalluvar University, Vellore

# TRAINING AND CERTIFICATION

* Attend Html training conducted by Adaptazz info service.
* Attend Tally training conducted by Dreamwins infotech.
* Completed PHP course in IIHT.

# KEY SKILLS AND COMPETENCIES

**Personal & Office Skills**

* Good communication & Excellent presentation skills.
* Strong administrative, analytical and interpersonal skills.
* Rapid learner with the strong grasping approach.
* Planning , Organizing & Leadership Skills.
* Knowledge on web designing.

**Computer Skills**

* Command on Microsoft Office (Word, Power point, Excel).
* Works on Photoshop.
* Knowledge on HTML, PHP, MySQL server.

# PERSONAL DETAILS

* Date of Birth : 16\_09­-1991
* Nationality: Indian
* Marital Status : Single
* **Passport Details:**

Given Name: Nabees

Valid until: 04-Nov-2022

**References will be provided upon request….**