MUHAMED

PROFESSIONAL SUMMARY

UGC (INDIA) qualified college lecturer with excellent communication and motivational skills demonstrated by five years of teaching experience. Seven years of industrial experience, added advantage in managing and motivating students effectively and sharing the experience to maximise learning opportunities.

CAREER HISTORY

Asst. Professor (Management) October 2010 to 2016

Aditya Kiran College of Applied Studies,Kannur University, Kerala, India

* Class handled for UG and PG Courses
* Subjects handled Marketing Management, Strategic Management, Financial Services, Security Analysis,Sales Management etc.
* General Management of the institution.
* Staff Coordinator for student’s extra curricular activities
* Managing registration process including preparations of course offering, course schedule,examination schedule,student’s grade point preparation. Etc.
* Guide the students for Project preparation.

Administrative Manager Aug 2008 to Sep 2010

Skyline Tours and Holidays, Al Ain , UAE

* Responsible for the General administration, Procurement activities and other related issues.
* Analyzes and organizes Business operations such as Recruitment, Personnel Administration, Information Management, Sales Planning & Business Strategy.
* Manage all the staff and maintain the records of all staff.
* Prepare profit and loss statements and monthly closing and cost accounting reports.

Business Development Manager September 2006 to Apr 2008

HDFC Standard Life Insurance Co Ltd

* Front Line Leader, a businessman within the organization who is in charge of creating, managing as well as leading the business.
* Recruit high quality Financial Consultant and training them.
* Lead, manage and motivate the team of these Financial Consultants to sell the financial produts.
* Solve the customer grievances if any and keep the good customer relation.

==================================================================

District Event Manager May 2005 – September 2006

Modernising Government Programme (MGP) –Govt. of Kerala

* Modernizing Government Programme (General Administration Department) of Government of Kerala aims to improve the quality of services delivered by Government to the people of Kerala particularly the poor.
* Acting as a Key Resource Person (Trainer) for the District Level Training for the employees comes under MGP Programme.
* Co ordinate the Govt. Staff, Trainers and Govt Officicals for the district level training.
* Timely processing of all payments, preparation and timely submission of reports related to all training activities to the reporting officer.

**EDUCATION**

Post Graduation

* Master of International Business – M1B, (2001-2003)
  + Cochin University of Science & Technology (CUSAT),Kochi, Kerala
  + Specialisation in Marketing & Logistics
  + First class with 68.6%mark

Graduation

# Bachelor of Science (Co operation, Banking & Management) (1997-2001)

* + Kerala Agricultural University, Thrissur, Kerala
  + Subjects include Banking, HRM, Statistics, Economics, Accounting, Agriculture Marketing and Management.
  + First class with 75% mark

PERSONAL DETAILS

Sex : Male

Marital Status : Married

Nationality : Indian

Languages (Speak) : English, Malayalam & Hindi

Languages (Write) : English, Malayalam, Hindi& Arabic

[Click to send CV No & get contact details of candidate](http://www.gulfjobseeker.com/feedback/submit_fb_em.php)

