**Jawwad**

**Jawwad.331114@2freemail.com**

**PROFILE**

A professional  **Executive Assistant** to Partner with 3.5 years of experience. Developing and implementing  **business**and**marketing strategies** to acquire **new customers** and **retains existing clients**. I excel in **client handling**, **PRActivities**, **organising** and **scheduling events** and work under extreme **deadlines**, which boosts my **corporate sales** capabilities.Possess comprehensive knowledge of **Microsoft Office**.

**KEY ASSETS**

* Space Management
* Organizing and Detail Oriented
* Account Management
* Team Player
* Computer Skills
* Interpersonal Skill
* Office Stock Management

**PROFESSIONAL EXPERIENCE**

**Dattoobhai Hassam &Co, Mumbai (May’13-Present)**

DH&Co. is the only B2B event furniture on hire company in Mumbai that brings a unique rental options to all event companies, hotels and examinations institutes.

**Executive Assistance to Partner**

**Key Deliverables:**

* Managing and executing all Partner responsibilities.
* Handled confidential material at the highest level.
* **Marketing and Business Development:**
* Successfully designed website and maintaining on regular basis.
* Designed catalogue for acquiring new clients and entering into a new market.
* Successfully designed annual calendar.
* Assistance in formulating Marketing Strategy for the company.
* Generating new business both in face to face meetings and over the phone.
* Developing and maintaining a database of all contacts & updating on regular bases.
* Writing accurate reports through the detailed analysis of data.
* **Sales:**
* Dealing with customer enquiries face to face, over the phone or via email.
* Contacting prospective customers and discussing their requirements.
* Identifying what customers want and replying to all customer enquiries in a timely and accurate manner.
* Making presentation as per client requirement.
* Account Base Approach, Making Quotation & Negotiation.
* **Finance:**
* Maintaining daily Accounts &handling petty cash and generating vouchers for the expenses incurred.
* Tally ERP 9 and Bank Reconciliation.
* Handling Accounts Receivables.
* **Operations:**
* Maintaining delivery and collection planner for smooth functioning.
* Trained new and existing staff prior to the event so that all operations and duties were executed smoothly and as per clients’ guidelines.
* **Administration:**
* Performed various secretarial duties such as documenting, photocopying, faxing, mailing, and organizing filing system.
* Increased office efficiency by introducing computerized ways of recording entries.
* Purchasing supplies and managing stockrooms.
* Organize and maintain files and office books.
* Handling inbound & outbound mail & driving sales team and operations team.
* Completes project by assigning work to staff and following up on results.

**Accomplishments:**

* Expanded reach of an organization, as well as retained existing accounts.
* Successful in designing website, catalogue and annual calendar.
* Successful in computerizing all traditional ways of recording entries.

**INTERNSHIP**

**Organization: Shobiz Experiential**

**Duration:** 2 Months

* **Key learning:** To study the role of Tele Marketing Executive.
* Cold calling for various events like SAP world Tour, VMware, Solid Works, Accenture etc.
* Also made database for SAP world tour event.

**SCHOLASTIC CREDENTIALS**

* **MMS** with specialization in**(Finance)** from AllanaInstitute of Management Studies, Mumbai University (I CLASS, 2013)
* **T.Y.BCom (Commerce)** fromLala’sCollege, Mumbai University (I CLASS, 2011)
* **HSC** from Maharashtra State Board (I CLASS, 2008)
* **SSC** fromMaharashtra State Board (I CLASS, 2006)

**PROFESSIONAL SKILLS**

* Proficient in Microsoft Office suite, Windows and Mac OS.
* Competitive enough to accept new challenges, always flexible & positive towards any changes.
* I had worked with many teams during my academics for various projects & even lead teams and achieved success in the given assignment
* The group projects at the academics level have enhanced my presentation & communication skills.
* Actively working with a team on acquisition accounts & achieving targets.

**PERSONAL DETAILS**

**Date of Birth:** 15th September, 1990

**Nationality:** Indian

**Languages Known:** English, Hindi& Marathi.

**Hobby:** Angling