**Curriculum vitae**

**MOHAMMED**  Email: **MOHAMMED.338608@2freemail.com**

**Objective**

To work for an organization that offers excellent career growth, learning and exposure to new areas in a challenging and competitive environment. Seeking a position where my experience and skills will allow me to make a positive contribution to organizational goals and quality deliverables, and to company profitability.

**Key Deliverable’s**

* Responsible for all aspects of Business Development, Research, New initiatives, Team leading, Customer Satisfaction, Lead Generation and training. Creating and implementing a strategic plan.
* Managing and organizing regularly communicate with them for monitoring.

**Learning & Communication**

* Planned and organized six seminars and conferences for students and accounting professionals

**Educational Qualification**

* B.Com from Osmania University Discontinued 2013 to 2016.
* Intermediate from Board of Secondary Education in 2013.
* SSC from Board of Higher Education in the year 2009.

Experience

ADMINISTRATION ASSISTANT  – VUPADHI TECHNO SERVICES – KHAIRTABAD – iNDIA |  June 2010 TO JULY 2016.

* Held responsible for collecting, updating & archiving data of National Identity Performs
* Administrative and office support activities for multiple supervisors.
* Leading and coordinating with a team of DTP operators across my zone
* Duties may include fielding telephone calls, receiving and directing visitors, word processing, creating spreadsheets and presentations, and filing.
* Supports senior-level managers and may supervise other support staff.
* Ability to work well with all levels of internal management and staff, outside clients and vendors
* Created reports, planned meetings and made decisions on purchasing of office Equipments and utilities.
* Extensive software skills, Internet research abilities and strong communication skills
* Maintain records of goods ordered and received.
* Establish strategic relationships with key suppliers who are aligned to the firms needs
* Typing letters, handling all incoming and outgoing Correspondence and other Administrative works.

**Personal Information**

Date of Birth : 29, July, 1990

Marital Status : Single

Nationality : Indian

Languages Known : English, Urdu, Hindi & Telugu.

Date of Issue : 10, Dec,2013

Date of Expiry : 09, Dec, 2023**.**

**Visa Status :**

* Visa Type : Visit
* Visa validity : 3 Months