CURRICULUM VITAE

**MOHAMMED**

**MOHAMMED.351436@2freemail.com**

**Career Objective:**

Graduate in Commerce and Post graduate In Business Administration who is keen to find a position as an administrate trainee personnel leading to a management position to become a part of a fast growing organisation where I can utilise full potential of my knowledge to progress further in my career as a management professional thereby support the organisation with efficient management skills required for the position.

**Education & Professional Qualifications:**

*2010-2013* **Bachelors of Commerce (Computer Applications)**

* (Satavahana University Karimnagar India.)
* A Bachelor Degree with Computer Applications Strong knowledge of programming languages and Microsoft Office.
* *2013 - 2015* **Master Of Business Administration (Finance)**
* (Osmania University Hyderabad India.)

*2008-2010* **Intermediate in Commerce**(Intermediate Board A.P India)

**Employment History:**

Aug 16—Feb 2017 – Current Job **Relationship Officer** **–Bajaj Finserv Hyderabad**, India.

* To create maximum enquiries by day to day activities.
* Sitting up Meetings With New Clients.
* Filter the enquiries and follow up the genuine cases.
* Good Sales And Negotiable Skills.

Mar 2014- Jan 2016 **Front Desk Receptionist– Varun Motors (Maruti Suzuki) Hyderabad**

* Perform Other Clericle Serving Visitors By greeting,Welcoming,Directing Them Appropriately.
* Answering,Screening And Forwarding Incoming Phone Calls While Providing Basic Information When Needed.
* Recieving And Sorting Daily Mails Fax And Update Appointment Calender And schedule Meetings.
* Receptionist Duties Such As Filing And Collating Etc

Nov 2012-Dec 2013 **Cashier In Pizza Hut** Hyderabad India.

* Maintaining the Counter And Prepare Sales Report.

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**Personal profile:**

* Seeks and finds solutions to challenges - exceptionally positive attitude.
* Excellent interpersonal skills - good communicator and leadership.
* Solid approach to achieving tasks and objectives.
* Self-motivated team player, decisive and results-driven.
* Dependable and totally reliable with a high degree of integrity.

**Specialist Skills:**

* Negotiating, translating and interpreting.
* Leadership and team building.
* Communication and development.
* Commercial awareness and customer service.
* Creativity and Innovation.
* Problem Analysis and Decision Making.
* Time/People Management.
* Planning & Organising.

**IT Skills:**

* Proficient in MS Office applications, Internet , Tally,QuickBooks ,Peachtree

**Languages:** English, Hindi, Urdu, Telugu.

**Interests:** Music, internet, fashion, travel, sports etc.

**DECLARATION:**

**I hereby declare that the information furnished above is true and correct to the best of my**

**knowledge and belief**

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