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**Mohammad**

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**In quest of career enhancement in Commercial, Administration and Store with an organization of repute.**

PROFESSIONAL SYNOPSIS

* **A dynamic professional with 8 years of rich experience in Commercial, Administration and Store.**
* **Associated with The Desein Indure Pvt. Ltd., Bhavnagar as Admin & Account**.-Asst. Manager(Admin & A/C).
* Proven skills in Commercial, Administration and Store work.
* **MBA in Marketing and HR from Allahabad Agricultural Institute Deemed University, Allahabad.**
* Adept in coordinating with internal / external work for ensuring smooth commercial work as well as handling day to day operations and administrative activities.
* Acting as an escalation gate to resolve critical issues of the team members.

**RESUME**

* Process all supply bills, purchase etc.

WORK EXPERIENCE

**02.09-till date The Indure Pvt. Ltd., Bhavnagar, Gujarat Asst.Manager-Admin & A/C**

**Role:**

* Coordinating with transporters for arranging of vehicles & ensuring that quality vehicles are used.
* Preparing site expense budget.
* Handling all cash flow.
* Adhering to HR Compliances.
* Process all supply bills.
* Monitoring day to day store activities.

**Highlights:**

* Handling all facility services of site staff.
* Handling more than 100 manpower & 20 Staff Members.

PREVIOUS ASSIGNMENTS

**08.07-01.09 HDFC Bank, Allahabad Executive**

SCHOLASTICS

2006 MBA in Marketing and HR from Allahabad Agricultural Institute Deemed University, Allahabad.

2003 18 months Integrated Diploma course in e\_commerce from Inset (IIHT), Allahabad.

IT KNOW HOW

Platform: DOS, Win 98/2000/Me/Win 7

Packages: Office 2000 (MS-Word, MS-Excel, MS-PowerPoint) Tally 5.4/6.3, Photoshop cs3.

Language: C, C++, PL/SQL.

RDBMS: Oracle 8i, MS-Access.

Front End Tool: Developer-2000.

Web Development Tool: JavaScript, ASP, VBScript, HTML, DHTML, FrontPage 98/2k.

Visual Languages: Visual Basic 6.

**Place:**

**Date:** (

**RESUME**