 Abdulkhayyoom

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**OBJECTIVE**

To be associated with a progressive organization that provides an opportunity for a challenging and rewarding career by applying my knowledge, skills and potential in this profession and to keep abreast with latest trends and technologies.

**EDUCATION**

**Bachelor Degree**

BBA Calicut University 2007 to 2010

Percentage: 65

**Master Degree**

MBA (Finance & Marketing) Kerala University 2011 to 2013 Percentage: 68

**SKILLS**

* Excellent oral and written communication skill
* Excellent organizational skills
* Excellent interpersonal skills
* Excellent in IT
* Presentation skills
* Ability to prioritize and plan effectively
* Adaptable with all working condition
* Creativity
* Excellent accounting skill

**WORK EXPERIENCE**

**The B School International (Feb 2014 to March 2017)**

The B School International [(www.thebschool.org)](http://www.thebschool.or/) is an Edexcel BTEC approved educational institution which provides level courses of Edexcel, Association of Business Executives (ABE), ACCA, and CMA -US. Etc. It has a World School and a separate center for Calicut University courses.

**Duties as a Faculty member**

* Deliver lectures on various areas of management and commerce.
* Inspire and guide students for career excellence.
* Conduct and monitor monthly and term examinations.
* Coordination and guidance for student’s assignments and seminars.

 progress report update and parent-teachers meeting coordination

* Handling students’ attendance and disciplinary matters.
* Connecting students with various companies for practical exposure.
* Semester planning and scheduling of all subjects and activities.
* Recruitments and interview process for the candidates.

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**Duties as a Management consultant**

* Carry out research and data collection to understand the organization
* Identify issues and form hypotheses and solutions
* Present findings and recommendations to clients
* Implement recommendations/solutions and ensure the client receives the necessary assistance to carry it all out

liaise with the client to keep them informed of progress and to make relevant decisions

**Outlet Manager - Agora Brand Planet (August 2013 to Feb 2014)**

Agora Brand Planet is a leading apparel retail outlet situated in Kerala which is dealing with some most global competing brands. Now the company has seven branches including kids and shoe shops across Kerala, India. In 2014 the company launched its own brand on shirt and trousers named VAS DE Cotton. Now VAS De cotton has become one of the most popular brands among the Keralites.

**Duties:**

* Recruiting, training, supervising and appraising staff
* Managing budgets
* Maintaining statistical and financial records
* Dealing with customer queries and complaints
* Overseeing pricing and stock control
* Maximizing profitability and setting/meeting sales targets, including motivating staff to do so
* Understanding customer’s needs and fashion and reporting to purchase team.
* Preparing promotional materials and displays
* Liaising with Directors
* Keep branch neat and tidy

**PRO - The B School International (April 2010 to July 2011)**

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**Duties**

* Planning publicity strategies and campaigns
* Dealing with enquiries from the public, the press, and related organizations
* Organizing promotional events such as conducting case study workshop, open days, exhibitions, tours and visits
* providing clients with information about new promotional opportunities and current PR campaigns progress
* Analyzing media coverage
* Commissioning and undertaking relevant market research

* Liaising with parents, managerial and journalistic staff about budgets, timescales and objectives
* Designing, writing and producing presentations, press releases, articles, leaflets, ‘in-house' journals, reports, publicity brochures, information for web sites.

**CREDENTIAL AND ACHIEVEMENTS**

* Program Convener, KAMPHER Management Fest Conducted by IMK Adoor, Kerala University 2012-2013
* Faculty Coordinator of AMAZIAH Management fest Conducted by The B School International 2016-20
* Coordinator of Department of Commerce and Management, The B School International 2015-2017
* Winner in Advertisement competition held at IMK Adoor-2012

**PROJECT DONE**

* Six months project on the topic “Brand Equity” of ‘Nagarjuna Herbal Concentrates ltd. Thodupuzha’ on March 1 to April 15,2013
* Organisation study of ‘Calicut Tile company’, Calicut on August 15 to September 15, 2012
* Languages Known : English & Malayalam(Fluent), Arabic & Hindi

(Average)

**REFERENCES**

 Available upon request.

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