**MOHAMED**

**MOHAMED.375228@2freemail.com**



**About me**

**To work in a creative and challenging environment where I could develop my skills, constantly learn and successfully deliver solutions to the problems and grow there by integrating both personal and organizational goals.**

**Personal Skills**

·Communication

·Ability to Work Under Pressure ·Decision Making

·Time Management ·Self-motivation ·Conflict Resolution ·Leadership ·Adaptability ·Teamwork ·Creativity

CURRICULUM VITAE

EDUCATION



|  |  |
| --- | --- |
| **2013** | **Master of Business Administration** |

Score 2.51(CGPA)

Farook Institute of Management Studies, Calicut

University of Calicut

|  |  |
| --- | --- |
| **2011** | **Bachelor of Business Management** |

Score 6.88(CGPA)

CMS College of Science and Commerce, Coimbatore Bharathiyar University

|  |  |
| --- | --- |
| **2008** | **Plus Two** |

Score 71.24

Ansar English School, Perumbilavu

Central Board of Secondary Education

**2006**  **SSLC**

Score 72.68

M.V.M RHS School Valayamkulam

Kerala State Education Board

|  |  |  |
| --- | --- | --- |
|  | WORK EXPERIENCE |  |
| **Aug** |  | **Admin Manager** |  |
|  |  |
| **2016** |  | CreativeGen Consulting Pvt Ltd |  |
|  |  | Calicut, Kerala |  |
| **Jan** |  | **Manager - Strategic Planning** |  |
| **2016** |  | CreativeGen Consulting Pvt Ltd |  |
|  |  | Calicut, Kerala |  |
| **Jan** |  | **Manager In-charge** |  |
| **2016** |  | Markazu Ssaquafathi Ssunniyya, Rental Department |  |
|  |  | Calicut, Kerala |  |
| **Jun** |  | **CEO Office Manager** |  |
| **2015** |  | Markaz Knowledge City |  |
|  |  | Calicut, Kerala |  |
| **Sep** |  | **Office Administrator** |  |
| **2013** |  | Markaz Knowledge City |  |
|  |  | Calicut, Kerala |  |



PROJECTS

**Working Capital Management Analysis**

Kerala HANVEEV(Govt. Company)

**Ratio analysis**

Odyssey Foot wears-Calicut

**Customer Satisfaction**

Honda Motorbikes-APCO Mobikes, Calicut

SKILLS

* Strong organization and time management skills.
* Good experience in preparation of Business proposals, studies and reports
* Wide knowledge of office filing systems and record keeping procedure.
* Ability to coordinate and organize workflow of department projects.
* Familiarity with office practices and procedures.
* Ability to develop and maintain administration procedures, manuals, and office files.
* Good teamwork and communication skills
* Good Knowledge in MS Office.

WORKS HANDLED

* Preparation of strategies like Marketing strategies Operational Strategies etc..
* Preparation of feasibility studies, project reports and business plans & proposals
* Conduct extensive online and off-line research as requested
* Manage internal communications, agenda, minutes and including mails
* Maintain all office systems in accordance to the prescribed standards in order to ensure smooth functioning at all times
* Communicate with management, staff, suppliers and customers to ensure a pleasant work environment
* Maintain calendars – arrange, coordinate and prioritize complex scheduling and logistic
* Provide telephone coverage – answer executive phones, take accurate messages, know executive's whereabouts at all times, handle urgent calls with appropriate judgment
* Responsible for handling all travel arrangements (domestic and international) including hotel accommodations, airline reservations, rental cars, off-site meeting venues.

ACHIEVEMENTS

CEO's Choice for the best Coordinator of events

Won first prize for Communication Game from Elixer a management meet held at Palakkad.

Won second prize for HR game from South Indian Management meet held at Kuttippuram 2012

Participated in Best Management Team in AGORA a management meet held at Muvattupuzha

Won 1st prize in quiz team to our team in our college

CO CURRICULAR ACTIVITIES

Winner of 800 meter running in Intra College

First runner-up in intra college Badminton

Member of quiz team of our college

Member of College Football Team

LANGUAGES KNOWN

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| English | Read | Write | Speak |  |
|  |  |  |  |  |
|  |  |  |  |  |
| Malayalam | Read | Write | Speak |  |
|  |  |  |  |  |
|  |  |  |  |  |
| Arabic | Read | Write |  |  |
| Tamil |  |  |  |  |
|  |  |  |  |
|  |  | Speak |  |
|  |  |  |  |  |

HOBBIES

Reading

Travelling

Social Outreach

**DECLARATION**

I hereby declare that the information furnished above is true, correct and complete to the best of my knowledge.

Place :

Date :