**MOHAMMED**

[**MOHAMMED.154011@2freemail.com**](mailto:MOHAMMED.154011@2freemail.com)

**ACADEMICS QUALIFICATION:**

* P.G.D.C.A (Post Graduate Dip. in Computer Application) from J.M.I. with First Division in 2002.
* B.Com( Hons) from Jamia Millia Islamia with First Division, year 2000
* Senior Secondary from Jamia Millia Islamia with Second Division, year 1996
* High School from C.B.S.E. with Second Division, year 1993

**KEY SKILLS AND COMPETENCIES**

**MANAGEMENT**

* Ability to do problem solving/Resolving disputes
* Able to deputize in a senior’s absence.
* Motivating and coaching teams to deliver excellent results.
* Prioritizing and delegating tasks to achieve highest operational standards.
* Exceptional people management skills, including ability to lead and influence.
* Capable of understanding detailed business process and procedures.
* Having a methodical & organized approach to work at both individual & team level.

**PERSONAL**

* Extensive PC skills including MS Outlook/Word/Excel/PowerPoint/Visio, Lotus Notes etc.
* Willingness to learn new skills.
* Ability to work under pressure and can handle stress.
* Having a hand’s on attitude to all work related and managerial issues.
* Logical, passionate and determined when approaching problems.
* Self confident & able to show plenty of initiative.
* Superb decision making & judgment skills.
* Excellent verbal & written communication skills.
* Self starter who is able to work on their own initiative.
* Strong sense of responsibility and sense of ownership to get things done properly.

**CAREER HISTORY:**

**Hightech Trading Corp. – Manager/Merchandiser since Jan., 2014**

HTC is engaged into export of handicrafts products of metal like iron/aluminium generally home décor like lanterns, Hurricanes, Votives, Christmas hanging, T-light, and Candle Stand etc.

**Job Profile**

* Managing day-to-day affair
* Correspondence with existing Buyers & buying agents & follow up for their orders / queries.
* Managing inspections conducted by buying agencies.
* Exploring & developing new product range as per objectives sent by buyers / market demand.
* Preparing Price Quotation / Photo Offers.
* Generating orders for vendors, setting deadlines.
* Preparing different production reports for different department’s viz., manufacturing, finishing & packing.
* Handling vendors/employees/logistic.
* Supervising production, getting PPS approved.
* Preparing shipments documents like Invoice/Packaging List.
* Coordinating with logistics & shipping line etc.
* Handling bank documents/issues.
* Attending trade Fairs for generating business.
* Developing vendor base to achieve cost reduction, increasing revenues, streamlining process workflow and creating team work environment to enhance productivity
* Managing entire breadth of commercial operations inclusive of Sourcing, Order processing and Material Management etc.

**ption, supervisCPA Global Support Services – Team leader June, 2004 - April, 2010**

**Job Profile**

* Leading a team of 25 Executives.
* Monthly one-on-one with DR’s regarding performance
* Conducted quarter/annual performance appraisal.
* Giving training to the new recruits.
* Developing/assigning training program to new recruits.
* Confirmation of new recruits after stipulated time.
* Updating training material/structure as per needs.
* Implementing new techniques for process improvement.
* Downloading all the works of different clients from Server.
* Allotting work to the executives and verifying the same.
* Solving work related problems.
* Maintaining Productivity & Quality track of every executives.
* Sending daily report to concerned heads.

**Job Responsibilities:**

* Maintaining required quality/productivity/SLA.
* Receiving scanned documents from various US clients
* Client Identification, Docs identification, Processing of the Patents documents as per US attorneys instructions
* Processing them under the heads of Patents & Trademarks
* Upload the relevant documents in an online website (FIP)
* Creating response due dates based on the document
* Corresponding with the attorneys in the US regarding deadlines of the various actions
* Handling Queries/Coordinating with the US counterpart to complete the process
* Billing in the FIP for various clients
* Maintenance of timesheets
* Proof-reading of deliverables
* Preparation of patent reports
* Preparation of formal papers
* Preparing & presentation of monthly business review(MBR).

**Process Improvement Initiatives undertaken:**

* Devised and initiated time tracking sheet for executives
* Initiated Paperless docketing and awarded for the same
* Removed NVA’s from the process, time to time.
* Created the training material & schedule for new recruits.

**Kohinoor Crafts - Asst. Merchandiser April 2002 - March 2004**

Kohinoor Crafts is star export house with a turnover of over 20 million US$ and is engaged into export of metal like brass/iron/stainless steel/aluminium/wood handicrafts items.

**Job Profile**

* Correspondence with Buyers & buying agents & follow up for their orders / queries.
* Managing inspections conducted by buying agencies.
* Exploring & developing new product range as per objectives sent by buyers / market demand.
* Correspondence with overseas buying agents.
* Regular meeting with samplers for smooth development of samples
* Preparing Price Quotation / Photo Offers.
* Organizing meetings with buying agents & discuss concerned points.
* Handling buyers as well as buying agencies.
* Developing objectives given by buyers etc.

**Zakaria Shahid Industries - Export Executive April 1999 - May 2000**

Zakaria Shahid Industries is star export house with a turnover of over 30 million US$ and is engaged into export of metal like brass/iron/stainless steel/aluminium/wood handicrafts items along with chain of retail stores.

**Job Profile**

Development of the samples, approval of the same from the Buyer and taking follow-up of development, approval of PP samples, locating new vendors, follow-up of production, supervising the packing and shipment, coordinating logistics, preparing invoice/packing list etc.

**PERSONAL DETAILS:**

Sex : Male

Date of Birth : April 22nd 1978

Marital status : Married

Languages : English, Urdu, Hindi.

Nationality : Indian

Place: Moradabad

Date: