**CURRICULUM VITAE**

**SHADAB**

**Email: shadab\_181936@2freemail.com**

**CAREER OBJECTIVE:**

Looking forward for a better and stable workplace to implement my expertise skills, communicate and share ideas within the organization, commitment to perform quality work and relevant experience to improve efficiency with excellent communication and people management skills.



**EDUCATIONAL QUALIFICATIONS:**

**Graduation: Bachelor in Business Management**

2010-2013

Shree Devi College of Management

Mangalore, INDIA-575001

**Pre-University College:**

2008-2010,

St. Aloysius College,

Mangalore, INDIA

**SSLC:**

2007-2008

St. Joseph’s Joy land School,

Mangalore, INDIA



**SKILLS & ABILITIES:**

* Abilities in Transferable and Personal Skills
* Operating in windows OS &Working in programs like MS-Office, tally, C++.
* Proficiency in English, Kannada, Hindi, Malayalam.



**PERSONAL SKILLS:**

* Willingness to learn & grow.
* Quick adaptation to the challenging Environment.
* Good Leadership Qualities.
* Comprehensive Problem Solving Abilities.
* Excellent Verbal & Written Communication Skills.
* Team Facilitator & Hard Worker.



**AREAS OF INTEREST:**

* Office work
* Administration
* Marketing and Sales Management



**ACHIEVEMENTS:**

* Awarded 1st place in State Level Inter- Collegiate Program (N-IGMA – 2013) conducted by NITTE, karkala. **Event- Icebreaker (creativity)**
* Selected as a **President** of Student Union Council of Shree Devi college of Management for the year 2012-2013, at Mangalore
* Awarded 3rd place in State Level Inter-Collegiate Fest in Vidya nikethan Education trust at kaup. **Event- fashion show**
* Awarded 2nd place in State Level Inter-Collegiate Program (ELAN\_2013) conducted by Meridian College, Mangalore. **Event- Icebreaker**
* Awarded 2nd place in State Level Inter-collegiate Program (ENIGMA-2013) conducted by Poornaprajna Evening College, Udupi. **Event–Corporate Hunt**
* Awarded 1st place in Management Fest (Exuberance-2013) at Mangalore **Event**- **Marketing**
* Awarded 1st place in Management Fest (Exuberance-2013) at Mangalore.

**Event-collage (creativity)**

* Participated in Finance in SPIN OUT 2013, a national Level Inter-collegiate Fest held at St Aloysius collage, Mangalore
* Participated in Mad Ad in Bequest-2012 an Inter-collegiate Talents

Competition held at Besant Women’s College, Mangalore.

* Participated in MIME (silent act) in PRAJNA2013 a Mangalore University Inter-collegiate Fest conducted by Poornaprajna College, Udupi.
* Participated in collage in Drishti-2012 an UG Program based on Business Administration Conducted by Sahyadri College
* Participated in Finance in N-IGMA 2012 an state level Inter-collegiate Fest held at Nitte College, karkala
* Participated in Variety Show in National Level Inter-collegiate Program



**WORK EXPERIENCE:**

**MASS PRINTING AND PUBLISHING SERVICES LLC, DUBAI, UAE – ( 18 August 2015 – 05 JAN 2018 ) :** Worked as an **OFFICE MANAGER (HR/ADMIN/ACCOUNTS) :**

* + Manage scheduling, budgeting, and payroll
	+ Schedule meetings and appointments; provide reminders to staff when important events are upcoming
	+ Organize the office layout; order office supplies when needed
	+ Organize and document office operations and procedures; ensure these procedures are being followed by staff
	+ Ensure that all items are invoiced and paid on time; develop a system for timely automate payment for recurring orders
	+ Coordinate with IT department on all office equipment
	+ Manage contracts and price negotiations with vendors and service providers
	+ Assist in the onboarding process for new hires, including phones, email setup, computers, etc.
	+ Plan in-house or off-site activities such as conferences and celebrations.
	+ Coordinating with drivers regarding the delivery schedules.
* **AL JAZEERA SALES AND MARKETING, SHARJAH, UAE- ( 1 year )**: Worked as a **SALES CO ORDINATOR**, for a channel partner of **DU TELECOM.** Some of the jobresponsibilities include
	+ - Setup appointments with the clients and meet them to understand their requirements and deliver the best service and plan suited for them.
		- Compare their existing plans and differentiate with the current offers
		- Maintain the database of the customers and contact them regularly for feedback and after sales service
		- Coordinate with sales desk review market strategies and problems
		- Conduct surveys and market research.
* **A 1 LOGISTICS - Mangalore, INDIA**: Worked as an **ACCOUNTANT CUM ADMIN**

**ASSISTANT ( 1 YEAR).**

* + Entering accounting data into system
	+ Scanning all the documents related to the customer and uploading them on the system
	+ Managing cash and credit purchase
	+ Communicating with suppliers about pricing and shipment and scheduling the delivery
	+ Responding to any enquiries from the customer and providing them relevant details



**VOLUNTEER EXPERIENCE:**

* As an event holder conducted state level cricket tournament in the year 2009, 2010, 2011 and 2012
* Conducted inter Collegiate fest in the year 2012 and 2013.



**PERSONAL DETAILS:**

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| Sex: | Male |
| Visa: | VISIT VISA (VALID UPTO 30 APRIL 2019) |
| Nationality: | Indian |
| Marital Status: | Single |
| Languages: | English, Kannada, Hindi, Malayalam and Tamil. |