



Mahammad Munzeer

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SUMMARY

- Forward-thinking sales and operations executive with a passion for making companies the best they can be. Over 2 years of experience overseeing staff, budgets, and daily operations at large and small businesses. Worked as junior accountant, gained adequate practical knowledge of daily book keeping, monthly financial report, vat filing, receivable and payable management and financial forecasting.
- Innovative task-driven freelance web developer across diverse industries. Experienced and freelance web developer having skills like JavaScript, html5/css3, word press and passionate learner currently perusing react js and social media marketing to help business to grow digitally.

SKILLS

- Operations (Product development, Risk analysis, Strategic planning)
- Paid Ads , Digital Marketing
- Ms-Excel (Macros)
- Strong customer service
- Strategic thinking
- Web Design , IT Skills
- Accounts Management

WORK EXPERIENCE

MK Products, Belthangady, India

Operations Supervisor / Customer service

01/01/2020 – 10/10/2021

Roles and Responsibilities :

- Supervising sales of the company and solving customer queries.
- Perform shift and emergency duties when required.
- Oversee accounts payable and accounts receivable departments.
- Achieve Sales Targets and providing solution to the customer.
- Track staffing requirements, hiring new employees as needed.

Manshar Group, Belthangady, India

Technical Operations Supervisor

01/10/2018 – 30/07/2019

Roles and Responsibilities :

- Responsible for sales of franchises and customer recursion and generate leads.
- Provide guidance and insight to upper management of product buy-in.
- Meeting customers, providing a highly visible and proactive level of customer service.
- Ensure operational activities remain on time and within a defined budget and participating in sales of franchises.

Tech.Jefrs.tech, Bangalore, India

Junior Accountant

01/12/2017 – 30/09/2018

Roles and Responsibilities :

- Preparing accounts and taxes, monitoring spending and budgets.
- Auditing and analyzing financial performance and advising how to reduce costs and increase profits.
- Strictly follow the guidelines, procedures and instructions of the organisation.
- Coordinate in software products sales and marketing

Dataqueue Systems, Mangalore, India

Web Developer

01/06/2017 – 30/11/2017

Roles and Responsibilities :

- Responsible for Sales, designing, coding, and modifying websites from layout to function and according to clients' specifications.
- Strive to create visually appealing sites that feature user-friendly design and clear navigation.
- Wordpress development and marketing.

EDUCATION

Bachelor of Computer Applications, 2017

Mangalore University, Mangalore, India

Grade – 78.96%

Pre University (Business Studies and Computer Science), 2014

Sacred Heart Pre-University College, Madanthyar, India

Grade – 80.83%

S.S.L.C, 2012

Sacred Heart Highschool, Madanthyar, India

Grade – 78.72%

CERTIFICATIONS

- Google Ads Search certification | Google
- Certified Web Developer | Dataqueue Systems
- Digital Marketing Masterclass | Muslim Industrialists Association

LANGUAGES

- English
- Hindi
- Malayalam

AWARDS

- Secured **FIRST** Place in Coding Event at “**Pinnacle 16 Annual IT Fest**” held in St Philomena College Puttur, India (2016)
- Secured **SECOND** Place in Coding Event at “**Techno Spark Inter-college IT and Cultural Fest**” held at St Philomena College, Puttur, India (2017)

PERSONAL INFORMATION

- Passport No : R2913720
- Nationality : Indian
- Religion : Islam
- Date Of Birth : 30-11-1996