

Mohammad Shafique

Administration Executive

To Work In An Organization Having A Challenging And Creative Environment That Would Give Me An Opportunity To Sharpen My Skills And Enhance Knowledge While Contributing Actively To The Growth Of The Organization.



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1600 Plot, Line No.3, Near Limra Medical, Akot Fail, Akola-444001, Maharashtra, Akola, India

WORK EXPERIENCE

Office Assistant

Iqra Haj Tours Pvt Ltd.

07/2016 – 03/2018

Akola

Achievements/Tasks

- Handling incoming calls and other communications.
- Managing filing system.
- Recording information as needed.
- Greeting clients and visitors as needed.
- Coordinating events as necessary.
- Maintaining office equipment as needed.
- Updating paperwork, maintaining documents and word processing.

Contact: Yusuf Khan

Administration Executive

Akola Hajj Tours

04/2018 – 08/2019

Akola

Achievements/Tasks

- Maintaining good contacts and relationships with clients.
- Working with accounts department.
- Planning and Scheduling Meetings and Appointments.
- Verifying tour reports.
- Develop and carry out an efficient documentation and filing system for both paper and Electronic records.
- Ensure attestation of all company documents when required.
- Ensure the availability of Transportation.
- Hotel & traveling arrangement for management staff.
- Mobilization / Demobilization employees after completion of job.
- Ensure the time keeping.
- Maintaining the record of all incoming & outgoing Documents.
- Correspondence communication including Calls, Faxes, emails etc.
- Perform General Administration Duty.

Contact: Mohammad Tausif

EDUCATION

Bachelor of Business Administration

Smt. Maher Banu college Akola.

07/2013 – 05/2016

61.00%

Higher Secondary

K.M.A. JR College Akola.

07/2011 – 02/2013

61.00%

S.S.C.

Millat Urdu High School Akola.

04/2010 – 03/2011

77.00%

SKILLS

• MS-OFFICE.

• Tally Erp.9

MS-Excel

PERSONAL PROJECTS

Election Awareness Campaign (01/2019 – 01/2019)

- Participated In Election Awareness Program Organized by "JUH".
- Handled a Team of 12 People.
- Trained Them About Documentation.
- Trained Them About Working on Online Site & App.
- Solve People's Queries about Documents & Process.

ACHIEVEMENTS

Institute Of Capital Market

- Participated in Inter College Paper Presentation on "Institute Of Capital Market"

Entrepreneurship

- Participated in Workshop on "Entrepreneurship"

SBI financial literacy program

- Participated In "SBI financial literacy program".

College Management Committee

- Was Member of College Management Committee.

LANGUAGES

English

Full Professional Proficiency

Hindi

Native or Bilingual Proficiency

Urdu

Native or Bilingual Proficiency

Marathi

Full Professional Proficiency

INTERESTS

• Travelling

• Music Listening.

• Making Friends