**Syed Mushthaq ahmed **

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|  ADMINISTRATION OFFICER ⚫ UAE- +971528948577⚫ syedmushtaq7869@gmail.com |
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Qualified Masters in Business Administration, I am looking to work in an exciting and professional environment of the organization with personal development and growth possibilities and to achieve company’s goal through professional ethics, sincere commitment, team work and hard work.

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| **Key Skills** |
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| * Interpersonal Communication/Written and Verbal
* Product Knowledge
* Time Management
* Flexibility
 | * Efficiency
* Attention To Detail
* Positive Attitude
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| **Professional Experience** |
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 Virinchi Automobiles – Warangal India. (2019-2020)

 Administration Assistant

***RESPONIBILITIES*:**

* Maintaining calendars and schedules and coordinates appointments
* Sorting, categorizing, filing, and retrieving documents or other materials
* Document handling, copying, scanning, printing, book keeping, records maintaining and data entry for the work

 flow in manual and electronic formats

* Preparing correspondence, maintain all employees’ personal files and maintain the closed files
* Forming and updating Employee records.

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| **Professional Experience** |
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Oasis International School – Warangal India. (2017-2019)

 Administration Assistant

***RESPONSIBILITIES:***

* Create and update records and databases with personnel, financial and other proposal department data
* Submit timely reports and prepare presentations/proposals as assigned
* Coordinate office activities and operations to secure efficiency and compliance to company policies
* Maintains accurate records for employee vacation requests
* Drafts, formats, scan and prints relevant documents
* Preparing and processing employment documents and other related personnel’s tasks. (i.e., Employee ID, New Bank Account, Insurance, Medical, Labor)
* Document handling, copying, scanning, printing, book keeping, records maintaining and data entry for the work flow in manual and electronic formats

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| **Professional Experience** |
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**Haritha Kakatiya Hotel - Nakkalgutta, Hanamkonda(2016-2017)**

 Receptionist

***Duties & Responsibilities:***

* Handling delegates calls
* Directs call to guest rooms, staff, or departments through the switchboard or PBX system.
* Places incoming /outgoing calls.
* Receives guest messages and deliver the same to the guest.
* Logs all wake-up call requests and performs wake-up call services.
* Responsible for Incoming and Outgoing couriers.
* Sending and replying emails trough outlook.

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| **Education** |
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* **MASTER OF BUSINESS ADMINISTRATION (MBA) 2016**
* **BACHELOR OF BUSINESS MANAGEMENT** **(BBM) 2014**

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| **Technology Summary** |
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MS Office (Word, Excel, PowerPoint) ⚫ Tally ERP 9

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|  **Personal Details:** |
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 Father’s Name : Syed Mushthaq Ahmed

 Marital Status : UnMarried

 Languages Known : English, Hindi and Telugu

 Date of Birth : 22nd October 1992

 Nationality : Indian

 Passport : S8835791

 Visa Status : VISIT VISA Till May 24 2020

**Interests & Hobbies**

* I love to spend my leisure time in playing Guitar which improves my Concentration and focus.
* Depending upon my technique, I was known as a strong bowler in my Cricket team.
* Dancing plays a very important role in keeping me active, enthusiastic, fit and social.

Date:

Place:

 (**SYED MUSHTHAQ AHMED**)