

**MOHAMMED IMROZE SHAREEF**  
**ADMIN ASSISTANCE**

Imroze973@gmail.com

Al Karama, Dubai, UAE

**Mobile: +971 505890437**



**Summary of Qualification & Experience**

- ❖ **Admin Assistance** with 2years of experience with superior project like high rise buildings.
- ❖ **Bachelors of Computers** from ShatavahanaUniversity,India.

**Skills**

<ul style="list-style-type: none"><li>• Self-motivated and hard worker</li><li>• Able to work individual and in a team</li><li>• Excellentwritten and oral communication skills</li></ul>	<ul style="list-style-type: none"><li>• MS office</li><li>• Ready to relocate</li><li>• Problem solving abilities</li><li>• Computer Proficient</li></ul>
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**Employment Details**

1. Position : **Admin Assistance**

Company: Reliance Infrastructure Pvt ltd, Hyderabad, India

Building : Reliance Cristal Tower (B+G+P1+P2+1 to 12)

Date : **August2019 – Aug 2021**

- Managingthe Residential & Commercial buildings.
- Making the tenancy agreements &maintaining the documentation of tenants.
- Coordinating with new tenants as per their requirements
- Attending meetings and Business Conferences with prospective clients.
- Maintaining the Quality of services for company's Goodwill and getting more bookings with the help of effective Market Research.
- Handling real estate agents &tenants queries.
- Conducting and taking active participating in Exhibitions and Promotions of our Product.
- Proper coordination with team members and various departments.
- Controlling of back office staff to update records and financial transactions.



- Filling and storing of all documents in proper order for future reference.

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### Educational Attainments

- ❖ Bachelor's Degree : **Bachelor of Computers**  
Shatavahana University, India.
  - ❖ Intermediate: **Board of Intermediate Education**
  - ❖ Secondary School Certificate : **Board of Secondary Education**
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### Personal Information

Name	Mohammed Imroze Shareef
Father Name	Mohammed Ismail Shareef
Gender	Male
Date of birth & age	26 <sup>th</sup> November 2000
Nationality & Religion	Indian Muslim
Languages known	English, Urdu, Hindi & Telugu
Visa Type	Visit Visa