

NASIR TAHIR KAZI

Bachelor of Management Studies

Farwaniya, Kuwait.

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PROFESSIONAL SUMMARY

6 years of hands-on experience in Administration & customer relation department. Proven leadership in training employees as well as customer grievances. Seeking a suitable Job in an Administrative position.

SKILL HIGHLIGHTS

- Microsoft Excel, Word, PowerPoint
- Proactive & multitasking
- Data Analysis
- ERP – Tally 9
- Administration & Reporting
- Aid in Problem Solving

WORK EXPERIENCE

Position held: Document Controller

Mar 2023 – till Present

Company : Havelock One Interiors WLL, Kuwait (Fit out contracting and manufacturing)

- Updating & maintaining document management systems & physical records.
- Ensuring documents are shared at key times to facilitate timely project completion.
- Maintaining the security of confidential records. Also ensuring secure disposal of sensitive documents.
- Retrieving files for Employees & clients as well as Establish and maintain record retention timelines.

Position held: Relationship Manager

Jun2020 – Jan 2023

Company : Chougule ZS Private Limited, India (Legal consultant Firm)

- Developing and implementing marketing strategies to grow the customer base.
- Conducting customer interviews & managing relationships with customers.
- Identifying and communicating customer needs & ensuring customer satisfaction.
- Resolving customer issues and concerns efficiently and in a timely manner.
- Working with internal departments to ensure company meets client's expectations.

Position held: Team Leader.

Jun 2019 – Apr 2020

Company : Viztar International Pvt. Ltd Co. India. (Event Management & corporate Trainings.)

- Brainstorming & implementing event plans & concepts.
- Liaising & negotiating with vendors as well as handling logistics.
- Handling budgeting, invoicing and negotiating sponsorship deals.
- Developing event feedback surveys as well as handling post event reports.
- Ensuring event is completed smoothly and stepping up to resolve any problems that might occur.

Company : Vodafone, India - Telecommunications (www.vodafone.com).

- Handling office tasks, such as filling, generating reports & presentations.
- Managing petty cash, reconciling, and submitting the expense reports.
- Organizing & scheduling appointments, planning the meetings & taking detailed minutes of meetings.
- Acting as a point of contact for internal & external clients & providing support to them.
- Screening phone calls and routing callers to appropriate party.

ACADEMIC QUALIFICATION

Degree	Board	Completion Year
▪ Bachelor of Management Studies (BMS)	Mumbai University, India	2015
▪ Higher Secondary Certificate (HSC)	Kolhapur University, India	2012
▪ Secondary School Certificate (SSC)	Kolhapur University, India	2010

EXTRA CURRICULAR ACTIVITIES

- Participated in NCC (National Cadet Corps)
- Participated in MCC (Maharashtra Cadet Corps)
- Participated in Red Cross Campaign
- Awarded as a best player of the year during inter-college competition.

PASSPORT DETAILS

- Passport No W4807711
- Date of Issue 12/09/2022
- Date of Expiry 11/09/2032
- Iqama Status Transferable (Article 18)

PERSONAL DETAILS

- Date of Birth 19/07/1994
- Nationality Indian
- Marital Status Single
- Languages Known English, Hindi
- References Can be provided on request.

Declaration

I hereby declare that all the information furnished above is true to my consideration & belief.

Nasir Kazi