



PROFESSIONAL SYNOPSIS & CAREER OBJECTIVE:

A dynamic administrative professional having rich experience of managing administrative tasks and ensuring smooth office operations. Possess strong analytical and problem solving skills complemented by a passion for achieving high quality at work. An effective communicator with strong mentoring, negotiation, relationship management & interpersonal skills. I am flexible and able to adapt to new situations and handle unexpected changes.

Career Objective

To work with an organization which provides ample scope of career development in Administrative profession along with the future focused growth and an atmosphere where I can put to use the best of my acquired knowledge.

PROFESSIONAL QUALIFICATION

- MBA (Marketing management) - MIM College, 1st Division with 64.5%
2012
Dr. Babasaheb Ambedkar Marathwada University, Aurangabad
- D.C.A. with Distinction
2009
- Bachelor of Commerce -, Aurangabad – 1st Division. 62.9%
2008
Dr. Babasaheb Ambedkar Marathwada University.

EDUCATIONAL QUALIFICATION

- XII - Board of Higher Secondary Education, Aurangabad in
M.C.V.C – Distinction 76% 2005
- X - Board of Secondary Education, Aurangabad -1st Division 66.0%
2003.

ORGANIZATIONAL EXPERIENCE

1. SIDDIQUI'S PERFECT INSTITUTE (Since 2015 till 2020) (English Spoken & Coaching Classes)

2. Al Jeser Paints, Dammam Saudi Arabia (March 2020 till 6th July 2024) (As an Administrator)

Experienced administrator with passion of coordinating with dealers, uses this passion in dealing with clients. Possess good presentation and communication skills.

- Identify new business opportunities.
- Formulate extended innovative plans as required.
- Collect data on current accounts and formulate reports.
- Assist in solicitation and follow-up of customers' needs.
- Originate new business support opportunities.
- Follow industry trends and write prudent reports.
- Develop relationships with internal and external forces to facilitate communication.
- Performed quality assurance checks on data.
- Prepared written reports for vendors.

PERSONAL SKILLS & STRENGTHS

- Confident and able to take initiatives, participative and innovative.
- Good interpersonal skills, fluent and articulate communicator and negotiator.
- Self-motivated, Objective oriented and organized, pro-active in following up.
- Positive attitude and ability to succeed in challenging atmosphere & under pressure.
- Professionally committed, Responsible with Integrity, Ethics and Trustworthiness.
- Excellent leadership & people management & development skills.
- Work on set goals, values time, focuses on priorities, capable of multitasking.
- Great Customer Service Skills with Conflict-Resolution Abilities.
- Combines astute, strategic and business skills with a drive for success.

COMPUTER LITERACY

- D.C.A.
- Fundamentals of computer
- Handling operating system.
- Knowledge of all editions of windows & MS Office.

PERSONAL DOSSIER

Languages Known: English, Arabic, Hindi and Marathi

Interests: Interacting with people; Active participation in seminars and presentations and contribution towards any social.

Address: An Nasim Al Gjharbi, Riyadh Province, Riyadh 14231 (KSA)

Date of Birth: 04th November, 1985

Nationality: Indian

Marital Status: Married

Passport No: P6141143

Valid up to: 28/12/2026

Iqama No: 2589515267

Driving License No: 2487307163

Date of issue: 02/01/2024

Valid up to: 14/09/2033

DECLARATION

I hereby declare that all the details furnished above are true to the best of my knowledge. If given an opportunity, I would perform to the best of my abilities and meet your expectation.

NOTE BENE:

A Chance provided at your organization may prove a helpful resource for exposure of my skills that I have in myself to associate with the best of the Firm.

Thanking in Anticipation.

(SIDDIQUI MOHAMMED)