MAHAMMADMAAZ KHOKHAR

**ADMIN EXECUTIVE**

Opp. Jama Masjid, Kadi.

Ta. Kadi, Dist. Mehsana. - 382715

Gujarat – India.

Mo : +91 8866729974, +91 9974271939

Email: maazkhan.khokhar@gmail.com

***Summary*** An ambitious, enthusiastic, and talented individual with a keen eye for detail and a flair for Administration Department. Maaz is competent in the use of Microsoft Office, Outlook, etc. willing to undertake further training and development and possess a real desire to launch in administration career. He is capable of working within a fast paced & challenging environment and can make a real commercial impact as well as improve an employer’s business performance. He is currently looking to work for an employer who offers a modern and friendly working environment.

***Academic*** **Bachelor of Commerce (B.com)** 2010 - 2013

Prin. M.C. Shah Commerce College

University : Gujarat University, India

Grade Second Class

**Bachelor of Law (LLB)** 2014 - 2017

Maneklala Nanawati Law College

University : Gujarat University, India

Grade Second Class

***Professional Development Course & Training***

* + - * Proficient with Microsoft Office
      * Outlook
      * Tally ERP 9.0
      * Typing Speed 60 wpm

***Knowledge of*** **Administration** Professional Personal

Account reconciliations Data entry Team player

Payroll MS Office & Excel Listening skills

Bookkeeping Analyzing financial data Self motivated

Purchase orders Credit control Office Management

Budgeting processes Document controller Number crunching

Accrual accounting Purchase Office Equipment Attention to details

***Professional Experience***

**VALIANT SECURITY AGENCY**

**ADMIN EXECUTIVE January - 2012 till day (4 years, 9 Months)**

Responsibilities:

* Employee Payroll.
* Employee attendance.
* P.F., EISC of All Employee.
* Managing Administration Department.
* Manage all the Details of Employee.
* Maintain Monthly Expenses and make Report of Field officer (Staff)
* Office Management Manage interior of Office and Security Room.
* Assisting the accounts and tax manager in variety of business roles.
* Salary entry and reconciliation.
* Documents Controller.
* Responsibilities of HR.
* Recruitment of Security Guard and Employee.
* Daily, monthly, quarterly management accounts preparation.
* Purchase Security Equipment & Also Office Equipment.
* Assisting in the preparation of year end accounts preparation.
* Work Behalf of Managing Director. (Decision Making)

***Hobbies***

* Experiencing new foreign cultures and learning new languages.
* Traveling
* Sports

***References*** *Available on Request*

***Current CTC*** 22K per Month

***Expected CTC*** As per Company Rules

***Notice Period*** 15 days

***Passport No.*** K9108607 (Date of Expiry : 08/11/2021)