

Curriculum

Vitae

Personal Data

Name: **Mohammed Favaz**

Nationality: Indian

Date of Birth: 25-01 1994

Marital Status: Single

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Career Objective

I am interested and seeking employment with an organization that provides challenging opportunities suitable to my qualifications, experience, positive attitude, hardworking and collective growth prospects.

Educational Qualification

- **2023 - 2024** **Web Development using Python Django** from Brototype, Calicut, Kerala
- **2012 – 2016** **Bachelor of Business Administration** from Bharathiar University, Coimbatore, Tamilnadu, India
- **2011 - 2012** **Higher Secondary School Certificate** from the Central Board of Secondary Education (CBSE English Medium), Kerala, India

- **2001 – 2011 Secondary School Certificate** from the Central Board of Secondary Education (CBSE English Medium), Kerala, India.

Web Development: Python Django + React

- Programming Languages: Python, HTML, CSS, JavaScript
- Web Frameworks: Django
- Database Systems: PostgreSQL, SQLite, MongoDB
- Frontend Technologies: React.js, Bootstrap, Tailwind, Redux, jQuery
- RESTful API Development
- DRF
- Version Control: Git
- Deployment: AWS, Nginx, Gunicorn
- Agile Development Methodologies

Others:

- MS Office from G-TEC Computer Education, Ottapalam Kerala
- Certificate of Participation at National Level Conference on “**Business Today**” held by Angappa College of Arts & Science.

Achievements:

- Achieved first place in Palakkad District Boxing Championship 2015 in Super Heavy-weight segment.

- Certificate of Participation at National Conference on “**Emerging Trends in Sales and Marketing Technologies**” held by AJK College of Arts and Science.
- Certificate of Participation at the national seminar on “**Innovation Management Strategies for Future Markets**” held by Bharathiar School of Management and Entrepreneur Development.

05/2022 - Present Freelance Developer

- Worked on developing 5 static websites, delivering high-quality, responsive designs that meet client specifications.
- Contributed to the development of a comprehensive e-commerce platform, specializing in building wallet, offers, and discount modules using Python and Django.
- Developed a KYC module integrating AWS Textract, S3 Bucket, and EC2 for secure document processing and storage.
- Built a frontend for the KYC module using React, ensuring seamless interaction and a user-friendly experience.

Gained Expertise:

- Developed and maintained scalable web applications using Python and Django framework, adhering to best practices and coding standards.
- Designed and implemented database schemas, ensuring efficient data storage and retrieval using PostgreSQL and SQLite.
- Integrated third-party APIs and services for enhanced functionality, such as payment gateways and social media platforms.
- Collaborated with frontend developers to implement user interface components and enhance the overall user experience.

- **03/2020 – 2022**
Kerala, India

Worked with Marhaba Traders, Ottapalam,

(Distributor for Aroma Diary Products)
as “Sales coordinator” and was
responsible to undertake primarily the
following tasks:

General Duties:

- Store and sort financial and non-financial data in electronic form and present reports
- Ensuring the adequacy of sales and marketing-related equipment or material
- Handle the processing of all orders with accuracy and timeliness
- Inform clients of unforeseen delays or problems
- Monitor delivery vehicles and minimize avoidable delays
- Preparing receipt vouchers against cheque and cash.
- Responding to complaints from customers.

- **01/2017 – 12/2019** Worked in Marconi Metal Industries LLC, Dubai, UAE
(Leading Aluminium Ceiling Manufacturer) as “**Administrator** ” and was responsible for the following:

General Duties:

- Communicates with relevant agencies to produce travel itineraries for business directors and employee events
- Arranges meetings by scheduling appropriate meeting times, booking rooms, and planning refreshments
- Manages correspondence by answering emails and sorting mail
- Assists in planning and arranging events, including organizing catering
- Handles expenses and billing cycles
- Manages reception area and looks after visitors
- Answers phone calls and transfers them as necessary
- Drafts, formats, and prints relevant documents
- Maintains stock lists and orders office supplies as needed
- Interacts with directors and carries out their requests
- Creates agendas and takes meeting notes
- Manages outgoing post and track till it get delivered
- Photocopies and files appropriate documents as needed

Purchase Coordination:

- Making inquiries

- Negotiation with suppliers
- Forwarding best and cheap quotations for management approvals
- Preparing Purchase order.
- Follow up with suppliers for deliveries
- Keeping potential suppliers in database

Sales Coordination:

- Preparing compliance statement, submitting, quotations, invoices and delivery notes
- Store and sort financial and non-financial data in electronic form and present reports
- Ensuring the adequacy of sales-related equipment or material
- Handle the processing of all orders with accuracy and timeliness
- Inform clients of unforeseen delays or problems
- Monitor the team's progress, identify shortcomings and propose improvements
- Preparing receipt vouchers against cheque and cash.
- Responding to complaints from customers and give after-sales support when requested

Accounts Assistant:

- Preparing cheques and payment vouchers
- Verifying suppliers' SOA with invoices
- VAT filing
- Preparing WPS
- Keep track of PDC issued
- Handling petty cash
- Preparing monthly sales report

HR Assistant:

- Coordination with PRO for visa renewals, medical insurance, vehicle renewals etc.
- Keep record of attendance
- Preparing payroll

- **03/2015 – 06/2016** Worked with Marhaba Traders, Ottapalam, Kerala, India

(Distributer for Aroma Diary Products) as “**Management Trainee**” and was responsible to undertake primarily the following tasks:

 - Reviewing and maintaining debtors list;
 - Reviewing and maintaining creditors list;
 - Maintaining day-to-day sales and collection records;
 - Administering and supervising distribution of goods and collection of funds;
 - Communicating with suppliers, distributors, agents and clients;
 - Preparing weekly and monthly reports for submissions to the management.

- **05/2013 – 01/2015** Worked on part-time basis with Marhaba Traders,

Ottapalam, Kerala, India (Distributer for Aroma Diary Products) as “**Sales and Marketing Executive**” and was responsible to undertake:

 - Marketing products and developing sales;
 - Reporting progress of the marketing results and achievements;
 - Preparing target and potential customers list;
 - Coordinating and attending meeting with customers;
 - Preparing report on demand and supply forecasts.

Languages Known

English, Malayalam, Hindi, Tamil and limited knowledge of Arabic and German
