**Mohd. Waleem**

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**Sector-12, Vijay Nagar, Ghaziabad**

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Seeking Administration in Project/Facility Management/HR & Office operational management in growth oriented organization

## *Professional Profile*

* 9 years of rich & extensive experience in Compliance, Share Trading, Administration in Civil Building & Factory Project.
* Experience in Administration, Document Controller, Housekeeping, and Guest House, Bachelor Mess & Vendor negotiations in Project works.
* Well Experience in Maintain IT, Servers, LAN, Wan, computer, servicing, MS Office package and a strategic planner with expertise in Planning, executing & involving resource Administration, with flair for adopting modern methodologies with quality standards.
* A good team player, able to work with multi-disciplinary team & having leadership skills & ability to skillful manage Implementation of policies & Regulations.

**Career Highlights**

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| COMPANY NAME | Designation/Role | Achievement |
| **MARKOUT SOURCING**  **(Concern company of Larsen &Toubro construction ltd)**  **July 2012 to till date )** | **Admin Executive/IR :-**working on EIP Software for vendor billing & Data Management, Maintaining the records for all the office routine, Maintain staff attendance, Conference room for meeting, Transporting for staff, Vehicle arrangement ,staff pick & drop on time, regular supervision on security & house-keeping,Cantten, Staff mess,  Labour Induction & maintain Labour records, Labour wages. ESI,PF.Labour Camp etc. | * **UPAwasVikashProject. Ghaziabad, UP**   **(**20 Floor Group Housing project), total number of 1296 flats with structure done with shear wall technology & Aluminum Formwork. |
| **NIHAL ENTERPRISES**  **(Concern company of Larsen & Toubro construction ltd)**  **March 2010 to April 2012)** | **Document Controller** **/Tech Assistant:-** Supervising the Project Manager personal records & his calendar, Maintain Drawing Register,  Coordinate site Engineer & planning, maintain Project office ,manage Conference Room, Maintain project related document,(Drawing, Pour Card, Circulars,MRN ETC.),any other work assign by Project Manager | * **IREOProject**, **Berhampur, Gurgaon. Haryana** * (32 Floor Group housing project.), total 1456 flats with structure done with shear wall technology & aluminum formwork. |
| **SMC GLOBAL SECURITIES LTD**  **(March 2009 to 2010)** | **Senior Relationship manager:-**  Identifying Customer needs, activation of trading account of client, revenue generate through Equity trading ,keeping the right product from cash,F&O,& Intraday, Advice client to right Investment, Maintain diversify portfolio, Generate revenue through various channels. | **SMC Lucknow Branch**:-  Team Leader of Including Six RM, Deals in Various Financial product (Like Equity, Insurance, IPO, GI, Mutual Fund, Mortgage, and Loan against share). |
| **INDIABULLS FINANCIAL SERVICE LTD.**  **(March 2008 to 2009)** | **Senior Compliance Officer:-**  Maintain Branch Master data base, prepare un-matched order reports, Order confirmation given **HNI** Client, Resolve Client complaint & coordinate with Branch, take valid evidence & rectify complaint. Maintain HNI Ledger report & provide the same EVP sales & Compliance Head. | **Indiabulls Head Office Gurgaon- Haryana:-**  Handled Team of 10 Dealer‘s, of RMS department, Coordinated with compliance Team & Branch for their queries. , worked on Indiabulls Sakshi Software. Maintain HNI client. |
| **INDIABULLS FINANCIAL SERVICE LTD.**  **(March 2006 to 2008)** | **Local Branch Compliance Officer:-**  Maintain Do & Don’t NSE Policy; at Branch level, Maintain cash & F&O ,Commodity market order through company recording logger line, walking Client order take signed confirmation receipt, Maintain Branch compliance. Handled & follow legal consumer cases against Branch. | **Indiabulls Bareilly Branch**:-  Team of 5 Dealer’s, educated them for Legal Trading; beware of un-authorized Trading, Margin report to client deliver on daily basis. Signed order slip, given order confirmation call & No advice given to client for Investment. |

# *Education Qualification:-*

* **Bachelor of Science (Math’s)** from Kanpur University, in 2003 India.
* **PGDBA** Diploma in Business Management from Digital world Management Institute from Muzaffar -Nagar, UP, approved by MHRD & Govt. Of India ,2006, India
* Diploma in Computer **Hardware & Networking** from **Jet king Infotrain** Institute, Kanpur in 2004, India.

# *Personal Detail:-*

* Address :- E-198 Sector-12, Vijay Nagar,Ghaziabad-UP-201009
* Father’s Name :- Mr. Saleem Ahmed
* Date Of Birth :- 15-July-1983
* Maritial status :- Married
* Passport No :- **J9658080**

**Signature Date:-**