

**NAYAZ AZAM**

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**OBJECTIVE:**

To dedicate and commit myself to the organization, cooperate and co-ordinate & manage a team for the growth and prosperity of the organization and learning skills, obtain challenging and growth-oriented position in the process.

**AREAS OF EXPERTISE:**

Facilities Management, Logistics Management, Guest Relations, Corporate Hospitality, Human Resources, Guest Experience, Front Desk Management, Managing Housekeeping, Customer Service, Document Controller, Hotel Operations, office Management, Food & Beverages, Event management, Accounts, Automotive.

**EDUCATIONAL QUALIFICATION**:

10th : Mamatha English School

PUC : Vidya Vahini College

B.COM : Dr. C.V. Raman University

M.B.A : Pursuing.

**Computer Knowledge**

WINDOWS & MS-OFFICE Package

**Software knowledge**

Citrix clarify tool, focus software, KERRIDGE software, Car Pro, SAP & more.

**Work Experience**

**Company**  **:** **Working as Business developer at Jai Bag events**

**Bangalore.**

**Period : January 2017 to till date.**

**Roles & Responsibilities**

**Company**  **:** **Worked as Workshop In charge at Royal Commission**

**Through Al Jazirah Ford Company Saudi Arabia.**

**Period : December 2014 to December 2016.**

**Roles & Responsibilities**

* Incharge of Al Jazirah Ford vehicles at Royal Commission Project.
* Security vehicles, Normal users, VIP users, handling independently with a team at Royal Commission Project Jubail & Ras Al Khair locations.
* Handling team of 26 members service advisor, parts advisor, team leader, administrator, coordinator, technicians, drivers, cleaners & security.
* Making (GCC) vehicle permits for the clients to travels out of Saudi Arabia.
* Making (TAMM) Identifying the actual user of the vehicle, if there is any accident, traffic violation, issuing & cancelling the secondary driver’s authorization to drive the vehicle inside the kingdom.
* Receiving accident vehicles getting repair as per company polices & insurance claims depends open the cases.
* Processing accident vehicle documents for claims approvals.
* Interacting with body shop manager & team to complete pending accident vehicles work at the earliest.
* Interacting with company G.R.O for government jobs as muroor report sheik Marat etc.
* Handling replacement vehicles. .
* Preparing team attendance with OTs & time sheets.
* Responsible for all vehicles regular service, Major services Accidents, replacements, breakdown, damages, parts etc.
* Client’s traffic violation claims.
* Staff vacation requests, replacements, uniform, shoes, material requests.
* Handling petty cash for official use.
* Preparing invoice & summary monthly wise, interacting with client’s managements for audits & process for payments.
* Follow up with HR team for submission of zakat certificate, saawada certificate, sejal tejari certificate, GOSI certificate, Insurance certificates etc.
* Reconciliation Invoices to save deductions.

**Service Advisor at SCECO project from December 2014 to December 2015.**

**Roles & Responsibilities**

* Interacting with customers receiving vehicles & checking complaints.
* Inspection whether vehicle has scratches, damages or any equipment’s are missing.
* Using Car Pro Software to input all data.
* Opening job cards based on the vehicle complaints
* Follow up with other location for monitor sheets on daily & weekly basis.
* Opening job cards (work order) of Northern & Eastern Region of (**SCECO) Saudi Electric City Company** more than 18 locations,Dammam,AlKhobar,Khaleej,Abqaiq,Quriah,Quarrayath,Mansura,Mahsen,Sakaka(Aramco)Tabarjal,HafaralBatin,Nariyah,Ghazlan,Arar,Turaif(Aramco),Jubail,Rafha,Al Khafji.
* Charging sublets internal, insurance & Cash Account.
* Using KERRIDGE software for Creating Job Cards under Internal, Insurance & other Accounts.
* Interacting with technicians for regular service, transmission, differential service & major jobs etc.
* Interacting with local service advisor of other locations & sharing vehicle history to avoid repeated jobs.
* Preparing TCR report (tire condition report) of all locations.
* Preparing SAR report (Service Authorization Request).
* Preparing oil consumption reports of all location.
* Preparing accident vehicle reports.
* Preparing vehicles work pending reports & interacting with service manager to complete work below tat.
* Sending updated vehicle repair status reports to the clients.
* Preparing daily weekly & monthly reports of all locations.
* Maintaining files of Jobs cards, Monitoring sheets, Sublets, Insurance approvals, Check list for the records if there is any Internal or External audits.
* Preparing petty cash report & sending to HO.
* Sending requests to HO for staff uniforms.
* Sending vacation request of staff to HO for approvals
* Receiving accident vehicles.
* Arranging replacement vehicles as per company agreements.

**Company**   **:** **Worked as HR at Caere India Pvt Ltd.**

**Period : July 2014 to November 2014.**

**Roles & Responsibilities**

**HR Introduction & Formalities**

* Handling new joining formalities of all new employees.
* Preparing of all new joiner PDS data.
* Issuing temporary ID cards to new employees.
* Generating ERP code for new employees.
* Interacting with Bank officers for opening account of new employees.

**Billing & Invoice**

* Interacting with client to get approval of staff attendance.
* Verification of attendance (Man days & OTs).
* Verification of commercial agreements.
* Generating invoice as per the agreement.
* Maintaining client approved acknowledgement receipt data for the reference.
* Updating employees’ attendance in Focus software toll.
* Generating salary slips of employees.
* Maintaining F&F documentations.
* Handling F&F settlement process.

**Administration & Petty Cash**

* Verification of approval on expense by approved authority.
* Generating data of expenses & preparation of voucher.
* Maintaining daily office expenses below company budget.
* Verification of commercial agreements.

**Collection Report**

* Collecting cheques & payments from clients.
* Updating of collection details in the revenue tracker.
* Preparing outstanding reports.

**Maintenance of Agreement**

* Keeping all the agreements updated of all region
* Follow up with operation team prior before one month of agreement expiry.
* Renewal of agreements with minimum wages etc.

**Statutory**

* Collection of documents to generate PF & ESI
* Details of benefits of PF & ESIC,
* Maintaining files & registers of PF & ESIC of employees.
* Maintaining labour license procurement
* Maintaining of labour registers etc.

**Company** : Worked as **Central Facilities Executive at** **Bharti Airtel**

Through **Jones Lang LaSalle Pvt Ltd**.

**Period : December 2012 to December 2013.**

**Roles & Responsibilities**

* Bharti Airtel Pan India 11 states 127 sites, providing service to the clients,
* Handling team of 4 members.
* Rising w/o from citrix, clarify tool & resolving issue with the local facilities site lead.
* Cafeteria management,
* Conference, Training & meeting room management,
* Handling Couriers & mail room services,
* Front office & visitor management,
* Housekeeping & Indoor plant managements,
* Key management & Pantry service management,
* Pest control & internal movements shifting & Ads changes management.
* Handling Housekeeping attendance.
* Daily inspection at Reception, Floors, Wash rooms, Cafeteria, Smoking zone.
* Daily food inspection before breakfast & launch timings.
* Printer & Stationary supplies managements,
* Repairs & maintenance management.
* Preparing daily reports of open tickets.
* Preparing daily FRC reports of all sites.
* Preparing daily clients conference meeting reports of all sites.
* Preparing feedback calls report of all location.
* Preparing team roaster for monthly wise.
* Preparing flyer’s on weekly basis & sending to the clients.
* Waste management etc.

**Company :** Worked as a Logistics Coordinator at **Microsoft India** through **Jones Lang LaSalle Pvt Ltd Bangalore**.

**Period : August 2011 to August 2012.**

**Roles & Responsibilities**

**Commercial & Bills Management**

* Timely bills submission to finance department
* Vendors Management
* Vendors Timely Payment Distribution
* Vendor selection & evaluation
* Generation of Quarterly Expenditure & Budget Report.
* Air transfer for the employees.
* Hotel reservation for the employees & visitors.
* Guest House accommodation for Company Employees.
* Arranging transportation for Company employees & Visitors.
* Processing bills for payment.

**Transportation & Billing**

* Organize and arrange transport for all the employees of different work locations.
* Design route lists and arrange pickups and drops for all employees.
* Effectively involved in scheduling the vehicles & Costing.
* Maintain records of all cabs & Drivers, (DL/RC/IC/EC/Permit 47 & 49).
* Randomly inspecting vehicle cleanliness, condition of tires, availability of spare wheel, toolkit, fire extinguisher, first aid kit, emergency light etc. Checking the vehicle documents and drivers' uniform & license/badge.
* Preparing daily Escort report, ensuring that lady employees are not the first pickup & last drop between 7pm-7am.
* Explaining about the Transportation process, procedure, Safety & Security of the employees for new joiners & answering their queries in the Induction program.
* Preparing Daily & Weekly dashboard of Transportation.
* Generation of MIS reports (fortnightly & monthly).

**Company**  : Worked as Transport In charge in **IBM INDIA**

Through Manpower Services India Pvt ltd.

**Period : November 2008 to June 2011.**

**Roles & Responsibilities**

* In-charge of drops for GBS employees round the clock.
* Generation of MIS reports of five location EGL,MTP,SA,PT,& FTP (daily, weekly, fortnightly, and monthly)
* Independently handling transport operations,
* Preparing & sending Monthly MIS reports to Management.
* Preparing daily Usage fleet strength reports,
* Checking cabs in daily & fortnightly basis
* Auditing Trip Kilometers & Making Deduction
* Interaction with Travel Vendors.
* Preparing routing for daily basses
* Coordinating with vendor for quality
* Interaction between Employees and Drivers
* Providing quality transport logistics support.
* Sending Monthly cab utilization reports of five location to the management,
* Sending monthly team timesheet to management.

**Company**   **:** Worked as a Logistics Executive at **AVIVA GLOBAL**  . Services through Service master Bangalore.

**Period : December 2007 to October 2008.**

**Roles & Responsibilities**

* Generation of MIS reports (daily, weekly, fortnightly, and monthly)
* Sending Monthly dashboard and MIS Reports to Management.
* Interaction with Auditors and Travel Vendors.
* Timely assemble & reconcile of Logistics Invoices
* Handling trips mileage reconciliation of all transporters with our team members
* Ensure that the on time billing entries and Independently handling transport billing program wise, Cost management
* Maintenance of Accounts & Records of Log sheets
* Compliance/Quality check for all vehicles billing statement.
* Initiated C I (Continuous Improvement) quality to bring efficiency in MIS reports.

**Transport Operations**

* Ensure optimum use of transport, planning in 12 hours advance with work force.
* Providing quality transport logistics support.
* Ensure that the vehicles are on time reporting to the office premises.
* Optimum usage of Fleet Service.

**Commercial & Bills Management**

* Timely bills submission to finance department
* Vendors Management.
* Issuing payments to vendors.

**Company**   **:** **Worked as a Desk Executive in Dell, Sap Labs,**

**IBM & Wipro** through **Lesconcierges life care service**

**Private Ltd** Bangalore.

**Period : September 2006 to December 2007.**

PERSONAL PROFILE

Name : Nayaz Azam

Father’s Name : MD Ilyaz

Date of Birth : 30-08-1986

Sex : Male

Marital Status : Married

Driving License : India, International.

Present address : No#59 10th main 10th D’ cross kanaka nagar,

R.t nagar post Bangalore 560032.

Languages  : English, Arabic, Hindi, Kannada, Urdu & Tamil.

I hereby declare that all the information given above is true to the best of my

Knowledge.

Place:

Date : (NAYAZ AZAM)