#### RESUME

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| AZHAR PASHA MOHAMMED  **Contact: +91-8985295550**  E-mail: [ajju0288@gmail.com](mailto:ajju0288@gmail.com)  **Skype Id:** ajju0288@outlook.com  **Address:** S/o Mohammed Jaffar Door No: 4-3-247/3,  Islampura, Jagtial  Pin: 505327 Personal Data: Date of Birth : 24-Sep-1991  Nationality : Indian.  Religion : Muslim  Marital Status : Married.  Alt Mobile : +91-8008786071  **Hobbies**  Listening to music, Travelling on Tours on vacations.  **Skills:**  Good Communication.  Sincere and Hard Working.  Team Work.  Problem Solving  Organizational Operations.  Planning.  **Languages known:**  Arabic, English, Telugu, Hindi.  **Strengths:**  High Flexibility, this can be more helpful to me to develop and gain a perfect knowledge.  Good Behavior, By maintaining my attitude and work ability  Fast Learner: I am Fast Learner for the Unknown Given Task. | Objective  To obtain a position as an Administrative Officer at a Organization employing proven abilities in resource management, contract development and administration. Highly developed human resource skills along with the ability to handle correspondence aptly and in line with company procedures and policies.  Education Qualification  **POST GRADUATION:**  **Degree :** MBA (HR)  **University :** JNTU-H  **College :** KIMS PG College  **YEAR :** 2015-2018  **PERCENTAGE :** 72%  **GRADUATION:**  **Degree :** B.Sc (Statistics)  **University :** Shatavahana University  **College :** Nalanda Degree College.  **Year :** 2011-2014  **Percentage :** 69.6%  **HIGHER SECONDARY:**  **Higher Secondary Education** **:** Intermediate (MPC)  **College**  **:** Alphores Junior College.  **Year :** 2008-2011  **Percentage**  **:** 61%  **SECONDARY SCHOOL EDUCATION:**  **(10th Standard)**  **School :**  Shatavahana High School.  **Year :** 2007-2008  **Percentage :** 66.5%  Technical Expertise  **Packages**  **:** MS-Office, Adobe Photoshop  **Operating systems** **:** Windows 2003-10  **Additional Skills :** Complete Operations on Internet    Assets     * Well organized, and be able to prioritize work in an efficient manner. * Willingness to learn and ability to put learning into practice * Good communication, typing, listening and Research skills. * A Quick learner, flexible and can easily adapt to any situation |

**Work Experience:**

1. **Working As Asset Manager At Escorts Limited, Jagtial From September-2018**

* **At the Time Of Joining Appointed as a Admin Assistant In the Year Of 2018.**
* **After Completion Of 1 Year Promoted as an Accountant.**
* **After Completion Of Position as Accountant Promoted as Asset Manager.**

1. **Worked As Admin Assistant at Sri Geethanjali Travels and Tours from July 2013 – March-2018**

Passport Details

**Passport No : M5683487**

**Date of Issue : 27-01-2015**

**Date of Expiry : 26-01-2025**

**Place of Issue : HYDERABAD**

Academic Project

**Project: (MBA)**

Undertaken a Project titled “**Recruitment and Selection Process**” Sri Geethanjali Travels and Tours.

**Declaration:**

I hereby declare that all details given above are true to the best of my knowledge and conscience.

Date:

Place: AZHAR PASHA MOHAMMED