

Ayaz Khan

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**CURRICULUM VITAE****CAREER OBJECTIVE**

Intend to build a career with a leading corporate of hi-tech environment with committed and dedicated people who will help me to explore myself fully and realize my potential. Willing to work as a key player in creative and challenging environment.

PROFILE SUMMARY

- A highly-organized administrator with proven office management skills and lots of initiative.
- Able to deal with people at all levels and capable of ensuring the office runs like clockwork.
- Experience of organizing and supervising of the administrative activities in a busy office environment, all within budget and to tight timescales.
- Knowledge of using a range of office software, including email, spreadsheets and databases.
- Prudent, disciplined & self-motivated with excellent interpersonal, communication & organizational skills with proven abilities in team management and customer relationship management
- Experts in maintain Accounts and billing works, Marketing and sales, Create business plans and reporting.
- Expert in conducting seminars and business promotional meetings.
- Expert in Office Automation work and computerized Accounting including Tally Software.
- Experts in MS Excel and MS Word and also expert In making official reports formats in Excel.
- Good Knowledge of handling computer networks and troubleshoot the computer problems.
- Experts in any kind of software installation and operating systems related to computers.
- Experience as a computer trainer for the subject of MS Office, Internet, Email-Client, Installation and troubleshooting etc.

CORE COMPETENCIES

- Ensuring smooth operations at all times and maintaining proper decorum & discipline by implementing & modifying the policies & procedures.
- Working closely with the departments to achieve a harmonious working environment and greater operational efficiency.
- Directing the office correspondence, mail management & fixed assets management
- Monitoring/coordinating activities as appropriate and preparing internal reports for management.
- Gathering / updating data to maintain departmental records & databases.
- Involved in preparing written documentation for the office and evaluating incoming & outgoing correspondence.
- Self motivated with the ability to work on your own initiative.
- Ability to come up with own ideas to take the company forward.
- Experience of forward planning and team management.

AREAS OF EXPERTISE

- | | | |
|--------------------------------|---------------------------|-----------------------------|
| ~ Office Management | ~ Sales & Marketing | ~ Business Development |
| ~ Office Automation | ~ Education & Teaching | ~ Accounts |
| ~ Operations Management | ~ HR Management | ~ Supply & Chain Management |
| ~ Computers & IT | ~ Relationship Management | ~ Training & Development |
| ~ Computer Software & Hardware | ~ Back Office Management | |

EMPLOYMENT DETAILS

**Since July'13 to Till Date with NARAYAN I.T.I. College AZAMGARH (Affiliated from NCVT)
As a "Manager"**

Key Result Areas

- Handling the preparation of:
 - Accounts & Business Reports
 - Students Records (like Fee/Attendance/Progress etc.)
 - Maintain File Records
 - Fixed Asset Schedule on monthly basis
 - Payroll sheet including leave & final settlement for employees
- As a Computer Instructor to teach the students with subject of computer Fundamentals, MS-Office and Hardware.
- Make clients and Representatives for generate the business and targets.
- Conduct seminars and business meetings and promotional activities for generate more business and achieve targets.
- Deals and Communicate with all Nodal / Zonal Directors and Principles of Govt. ITI Board Lucknow.
- Work as a examiner/invigilator at the time of ITI examination in Govt. ITI Azamgarh.
- Experience of managing a team of up to 10 staff members.
- To identify, plan and execute implementation of new business streams.
- Ensuring that any concerns or complaints are dealt with appropriately.

Since Oct'12 – June'13 with Trikuta Infocomp (UPDESCO – Govt. of U.P. Authorized Education Center) Azamgarh as a "Centre Manager"

Key Result Areas

- Deals with Computer Training Projects related to computer education.
- Generate the business through computer training projects provided by UPDESCO (Uttar Pradesh Development Systems Corporation Ltd. Lucknow) for Govt. Departments Employees (like RED (Rural Engineering Department), Village Development Department, Vikas Bhawan and many more.)
- Conduct marketing activities in the Azamgarh zone (Azamgarh, Mau and Ballia) and generate the business through clients and affiliates.
- Maintain all official Records including Salary of employees and Marketing reports and mail to the reporting Authority.

**Since Feb'11 – May'12 with VISTA EDUHUB PVT. LTD., LUCKNOW as a
"Stock and Back Office Incharge"**

Key Result Areas

- Improving supplier capability to meet the business's needs.
- Planning delivery timetables.
- Ensuring the continuity of product supply.
- Coming up with solutions to availability issues.
- Looking at whether the current vehicles are fit for purpose.
- In charge of the supply chain budget.
- Involved in the hiring, training, supervising and mentoring of supply chain staff.
- Creating and maintaining spreadsheets to report and analyze data.
- Investigating customer complaints.

Since July' 07- Jan'11 with NIFA Infocomp Services Pvt. Ltd. Kanpur.

Growth Path

Since July'07-Sep'08

Marketing Executive

Since Oct'08-Aug'10

SRM (Senior Relationship Manager)

Since Sep'10-Jan'11

Back Office cum Accounts Executive

Key Deliverables

Sales & Marketing

- Analyzing and reviewing the market response / requirements and communicating the same to the marketing teams for coming up new leads.
- Control and motivate the marketing team as a team leader and grow the business.
- Runs many survey activities in the rural/ urban areas like door to door/ campaign and road show activities for promote our brands.

Accounts & Back Office:

- Communicate with company clients and resolved his/her queries and complaints.
- Managed all official banking transactions and generate monthly report and mail to reporting authority.
- Generate monthly fixed assets reports, business report, accounts report with petty expense and salary etc.
- Prepare stock accounts with opening and closing stock and super watch the stock go down.
- Maintain all official records and files.

TECHNICAL / PROFESSIONAL QUALIFICATION

- Advance Diploma in Computer Hardware & Networking (ADCHN) from G.T. Computer Hardware Engineering College, Kanpur in 2011.
- Certificate in 'Computer Awareness Program' from UPDESCO, LUCKNOW in collaboration with EVERONNSYSTEMS INDIA LIMITED, CHENNAI.
- 80 Hrs. Certificate Course of C.C.C. (Course on Computer Concepts) from DOEACC Society.
- I.T.I. with the trade of C.O.P.A. (Computer Operator and Programming Assistant) from NCVT, New Delhi.
- 1 Year Diploma of Urdu Language from NCPUL, New Delhi.

TECHNICAL/PROFESSIONAL EXPOSURES

• Operating System	Ms-Dos, Windows 98/XP, Windows 7/8/10 and Server 2000.
• Package	Ms-Office (Excel, Word etc.) 2003/07/10/13 and Internet
• Software	Knowledge of Tally 9.0/ERP 9.0
• Installation	Operating System and all Software Installation
• Hardware	Troubleshooting and Maintenance of Computers
• Networking	Handle Local Area Network with troubleshooting of Networking Problems
• Typing	English Typing with 28 to 35 word per minute Basic Knowledge of Hindi Typing
• Internet	Excellent Knowledge of Internet/Surfing/Communications etc.
• Stock Management	Maintain Stock (In/Out), Handling Stock Distribution and maintain stock flow
• Marketing Skills	Perfect in direct marketing, dealing with vendors and company affiliates and Serve better services to customers/affiliates.
• Office Management	Handling all office staff and all official works.
• Seminars/Presentations	Perfect in conducting seminars/presentations and business Promotional Meetings for Company
• Survey	Excellent Knowledge of public survey for rural/interior areas
• Customer Care Skills	Excellent Dealing skills with urban and rural areas peoples and give The best solutions to customer regarding their problems.

ACADEMIC QUALIFICATION

- B.A. (with 55%) from CSJM University Kanpur in 2011.
- Intermediate (Science Stream with 67%) from U.P. Board Allahabad in 2007.
- High School (Science Stream with 59.99%) from U.P. Board Allahabad in 2005.

TECHNICAL PROJECT/ASSIGNMENT

Title: Outsourcing Work

Objective: Online Data Entry/Form Filling/AD Posting

Description: Online data entry of various books and assignments, filling forms related to companies / Business and posting business promotional digital ads in many websites and publish it.

Duration: 1 Year from (01.01.10 to 31.12.10)

Company Name: PRITHVI UTILITY SERVICES PVT. LTD. VADODARA (GUJARAT), INDIA

STRENGTHS

- Positive attitude and positive thinking
- Sincerity, Hardworking, Punctuality.
- Excited by new challenges and targets.

HOBBIES

- Listening Music and Singing
- Net Surfing and Traveling.
- Reading Motivational Books

PERSONAL INFORMATION

- ◆ **Father's Name** : Mr. Mohd Riyaz Khan
- ◆ **Date Of Birth** : 02nd March 1991
- ◆ **Marital Status** : Unmarried
- ◆ **Gender** : Male
- ◆ **Nationality** : Indian
- ◆ **Language Proficiency** : Hindi, English, Urdu
- ◆ **Passport No.** : N8174602

DECLARATION

I hereby declare that all above mentioned information's are true by my knowledge and belief.

PLACE.....

(Ayaz Khan)

DATE.....