

CURRICULUM VITAE

MOHAMMED MUSAB

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CAREER OBJECTIVE:

To select a job that will enhance my knowledge with supportive environment and looking for opportunity in an organization that offers professional growth while being resourceful, innovative and flexible.

PERSONAL APPRAISAL:

- Capable of handling work independently
- Coordinating & efficient style of functioning
- Good Communication skills.
- Dedicated & Hardworking

EDUCATIONAL QUALIFICATION

- II P.U.C. from Bangalore University

ADDITIONAL QUALIFICATION / EXPERIENCE

- Team Leader
- Sales
- Tally ERP 9
- MS Office (Word, Excel)
- AutoCAD
- Web Designing & Hosting

PROFESSIONAL EXPERIENCE:

<i>SL#</i>	<i>Worked @</i>	<i>Key Role</i>
1.	Al Jamila Marble Working Ajman, UAE 2 Year (my last job)	<ul style="list-style-type: none">➤ Team Leader➤ Sales➤ AutoCAD Draftsman <p>Al Jamila Marble Working is a marble & granite company, This business consists of 3 work areas Showroom, Factory and field work. We undertake all marble and granite related works such as cutting and fixing such as staircase, vanity counter, kitchentops etc. we had about 15 best workers.</p> <p>My job was to take orders from the customer and place order at the factory, and instruct workers for the job, and visit the site daily to check for the work progress. I have also developed a website www.aljamilamarble.com for marketing purpose. Sometimes I also provide an autocad design for the customer.</p>
2.	New Look Marine Service LLC and New Look Building Maintenance service LLC Al Quoz, UAE. 1 Year	<ul style="list-style-type: none">➤ Team Leader➤ Sales <p>New Look Marine Service is a building and marine constructing and maintenance company. We own warehouse, main office, store room and rooms for the worker. Here we undertake Mason work, Ac Service, Cleaning maintenance etc. we have about 25 best workers.</p> <p>My job is to take enquiries from the customer and send quotations, after approval I instruct our workers for the job and go on site visit and follow the work progress and send reports, after job done I raise invoice.</p>
3.	M.S. Associates Bangalore, India 2 Years	<ul style="list-style-type: none">➤ Assistant Auditor <p>My job was to assist the Auditor by collecting the accounting information from clients and process it in Tax department website.</p>

4.	Renowned Foods Bangalore, India 1 ½ Year (My First Job)	<ul style="list-style-type: none"> ➤ Accounting ➤ Assistant Manager ➤ Sales <p>Renowned foods is a confectionary foods company where foods are supplied to various outlet in malls, supermarket etc. My job profile was to assist the owner of the company by accounting, managing stocks, preparing salary sheet etc.</p>
5	Web Designing & Hosting (My Personal hobby)	<p>Developing website and hosting. I have few clients. They are www.medforte.org, www.aljamilamarble.com, www.freezecontrol.co.in, www.nexrise-events.com etc.</p>

PERSONAL INFORMATION

Fathers Name : V.O. Mohammed Sadullah

Date of Birth : 17-01-1989

Residential Address (India) : 38/7, 4TH CROSS, ADARSHA NAGAR, R T NAGAR,
Bangalore-560 030

Telephone Contact (India) : +91-8553083172

Nationality : Indian

Marital Status : Single

Religion : Muslim

Languages Known : English, Hindi & Urdu

Hobbies : Programming

Declaration

I hereby declare that the above-mentioned information is true and correct to the best of my knowledge and belief.

Place: Bangalore

(MOHAMMED MUSAB)