

# MOHAMMAD TAHIR

MBA PROFESSIONAL

## CONTACT



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Lucknow

## EDUCATION

### Master of Business Administration

**Lucknow University,  
Lucknow**

Expected 2024

### Diploma in Elementary Education

**D.E.I.T.  
Siddharthnagar**

2019

### Bachelors of Science : Physics, Mathematics, Computer Science

**Integral University,  
Lucknow**

2019

## SKILLS

- Excellent communication and interpersonal skills
- Detail-oriented and strong organizational skills
- Ability to multitask and work independently
- Outbound calling and customer service experience
- Individual as well as team player.
- Investigative and analytical skills

## LANGUAGES

English



Hindi



Urdu



## PROFESSIONAL SUMMARY

Experienced in Assistant manager at marriage and banquet hall pursuing degree in Masters of Business Administration

## WORK EXPERIENCE

### ASSITANT MANAGER

GOKULDHAM HOTEL AND MARRIAGE HALL

MAR 2022 - SEP 2022

- Ensure customer satisfaction by providing exceptional customer service
- Supervise staff and ensure that they are performing their duties effectively and efficiently
- Plan events in the marriage hall, including weddings, receptions, and other events
- Develop and implement sales and marketing strategies to attract new customers and retain existing ones
- Manage the finances of the hotel and marriage hall, including creating budgets and tracking expenses
- Manage inventory, including ordering supplies and ensuring that they are properly stocked
- Ensure the safety and security of the hotel and marriage hall by implementing safety procedures and ensuring that all staff members are trained in emergency response procedures
- Perform administrative duties, such as maintaining records, preparing reports, and responding to emails and phone calls

### LAB ASSISTANT - DATA ENTRY OPERATOR

DATA COMPUTING - A PERFECT COMPUTING LAB

JUL 2020 - JUL 2021

- Data Entry work as provided and asked.
- Office assistant duties.
- Other duties as assigned

### TYPIST - DATA ENTRY

GRAMYA WARTA - NEWSPAPER

JUL 2019 - SEP 2021

- Type and format articles and other content into a computer and format them according to the newspaper's style guidelines.
- Edit and proofread articles and other content before they are published, checking for errors in spelling, grammar, and punctuation.
- Coordinate with reporters and editors to ensure that articles are completed on time and meet the newspaper's quality standards.
- Stay up to date with industry trends and new technology that can improve work efficiency and accuracy.

## TECHNICAL SKILLS & CERTIFICATIONS

- Course on computer concept by NIELIT
- Business Development sales at Digifuse
- Digital Marketing
- Ms-Excel Basic to Advance
- Basic knowledge about oracle