

CURRICULUM VITAE



MOHAMMED ALEEM ALI

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CARRER OBJECTIVE:

To pursue a challenging carrier and be a part of progressive organization where I can prove my honorary skills and stretch my abilities and capabilities, which be best possible used for the organizational growth and as well as personal growth.

EDUCATION QUALIFICATIONS:

- **B.Com** :(Bachelor of Commerce) from Dr.Ambedkar Open University.
- **Intermediate** (M.E.C): from Shadan Junior College, Khairatabad.
- **S.S.C.** from St. Celina High School, Hyderabad.

TECHNICAL QUALIFICATIONS:

- **M.S Office**
- **D.T.P**
- **Multimedia**
- **Networking & Tools**

EXPERIENCE:

- Worked as a Sales Executive in **Sayani Surgicals** from Jan-2009 to June-2009 at Khairatabad, Hyderabad.
- Worked as a Marketing Team Leader in **Fortune Honda** Two wheeler Showroom from July-2009 to Feb-2010 at Ranigunj, Hyderabad.

- Worked as a Sales Supervisor and Backend Incharge in **Prathul Automobiles Pvt Ltd** from Mar 2010 to Dec 2016 at Somajiguda, Hyderabad.

RESPONSIBILITIES:

- Supervising the day to day activities of a team staff.
- Deputizing in the absence of the management team.
- Approving time records and request for time off.
- Organizing work load, allocating tasks, tasking team on a daily basis.
- ensuring all administrative records are completed accurately.
- Ensure professionalism & high quality is continually maintained.
- Preparation of relevant reports and documents for senior managers.
- Developing policies to create and maximize performance.
- Scheduling staffing levels, planning for holiday and weekend cover.
- Monitoring staff attendance and performance levels.
- Opening and closing the office premises.
- Writing reports for senior management and delivering presentations.

BACKEND OFFICE:

1. Supporting all Back office works i.e. Employees Incentives, Vehicle Purchase Invoice, Vehicle Life tax Payments Online Submission, Insurance New and Renewal Online Submission, IF Account, Despatchplan, PaymentRequest,Billing, Maintaining Stationary,EW & AMC & Manual Booklets,
2. FSC & WRC Coupons Entry, Resubmission Reporting of Sales & Service Reports to HMSI every month.
3. Company mail ID:aleemali.md@butttagroup.com

- Worked as a Sales Executive in **AL FARDAN JEWELLERY** from March 2016 to June 2017 at Moda Mall, Manama, Kingdom of Bahrain.
- Worked as a Inventory cum Cashier in **Auto parts Hub Pvt Ltd** (Four Wheeler Spare Parts) from Aug 2017 to July 2019 at Ranigunj, Hyderabad.

PERSONAL PROFILE:

Name : MOHAMMED ALEEM ALI
Father's name : MOHAMMED SALEEM ALI
Gender : Male
Marital status : Married
Date of birth : 23-12-1992
Nationality : Indian
Languages known : English, Hindi, Urdu & Telugu

PASSPORT DETAILS:

Passport No : K0671847
Date of issue : 08-12-2011
Date of expire : 07-12-2021
Place of issue : HYDERABAD, INDIA
Visa Status : ENOC Visit Visa

DECLARATION:

I here by declare that the above mentioned information is true to the best of my knowledge.

PERMANENT ADDRESS:

MOHAMMED ALEEM ALI
S/o Mohd Saleem Ali,
H.No.6-3-1242/59/1,
M S Maqtha,
Opp: Raj Bhavan,
Hyderabad,
INDIA.

PRESENT ADDRESS:

MOHAMMED ALEEM ALI
S/o Mohd Saleem Ali,
BLOCK NO: 1024,
ROAD NO: 1010,
H.NO:1255,
HAMALA,
KINGDOM OF BAHRAIN.

DATE:

PLACE:

(MOHAMMED ALEEM ALI)