

COVER LETTER

Firoza S Malek
B-4/402, Rizwa flats,
Nr.Ahemad Residency,
B/H Vadiwala School,
Tandalja, Vadodara

SUB:- An Application for the post of _____

Respected Sir/Ma'am,

I have completed **MBA** in **HRM** with "**B**" grade from **Sikkim Manipal University**. It has many learning centers in Baroda. I have done my Master degree in full time course from **BIMS** which is located in Manjalpur.

Currently working In V REALTY as an Admin Executive since 2014.

I assure you that the details provided above are true to my knowledge. If you will give me an opportunity to work in your Organization, I will do my job with full commitment, sincerity and integrity.

Here, is the detail information about myself.

Yours Faithfully

Firoza Malek

CURRICULAM VIATE

Firoza S Malek
B-4/402, Rizwan flats,
Nr.Ahemad Residency,
B/H Vadiwala School,
Tandalja,Vadodara

CAREER OBJECTIVE:-

Strategic Admin Executive with 12 years of experience.
Drives revenue growth and builds talented teams.
Seeking positional to utility my skill and ability that offers me good works experience and growth.

PERSONAL INFORMATION:-

Birth Date : - 8TH Sept. 1984
Sex :- Female
Marital status :-Married
Religion :- Muslim
Nationality :- Indian
Language
Known :- Gujarati, Hindi, English
E-Mail :- sparkling_firoza84@yahoo.com
Contact no. :- 9427453037

PROFESSIONAL & EDUCATION QUALIFICATION:

1. Bachelor Degree:-B.Sc.(Home science) M.S. University. Baroda.
2. Master Degree: - MBA (HRM) Baroda Institute of Mgt Studies, Manjalpur,Vadodara (Sikkim Manipal Uni.)

EXPERIENCE:

1) Admin.Executive : V REALTY since 2014 to Till date.

Roles & Responsibilities:

- Preparing Appointment & Offer Letter
- Handling Enquires
- Handling Tenders
- Documentation
- Handling CRM
- Follow up with Clients.
- In charge of inventory control of stationery
- Coordinate for action with marketing/sales team if required
- General Admin Work
- Supported Executive to expertly handle business.
- Prioritized effectively to complete various administration tasks within strict business timeframes.
- Trained and mentored junior administrative staff, enabling reliable, efficient back-of-house operations.
- Used outstanding planning and organizational skill to effectively manage calendars with competing demands.

**2) Admin. Cum in charge Principal : JIVAN SHANTI VIKAS MUNSHI VIDHYALAYA.
(2009 to 2014)**

Roles & Responsibilities:

- Coordinate with Deo Office.
- Conveyed policy changes and assessed employee thoughts through staff meetings.
- Cultivated strong relationships with pupils and parents to help resolve situations and positively affect behaviour, as well as academic performance.
- Facilitated collaboration and cooperation between departments and cross-functional teams to support and establish initiatives, lessons and student activities.
- Taught small teacher and student groups on a regular basis.
- Instructed teachers on classroom management, behaviour and instructional strategies.
- Improved organisation and instruction by mentoring teachers into subject and year-group leaders.
- Visited classrooms and evaluated teacher instructional techniques and student responses.
- Managed school administration, timetables, registration and introduction.

KEY SKILL :

- Business planning
- Organisational strategies
- Client contract negotiations
- Business development
- Effective leadership
- Operation management
- Client relationship management

Technical Skill:

- Knowledge of CRM,
- Microsoft office tools like Word, Excel Power point and Internet.

Yours Faithfully

Firoza Malek