

Mohd. Waleem
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Seeking Administration in Project/Facility Management/HR & Office operational management in growth oriented organization

Professional Profile

- ❖ 9 years of rich & extensive experience in Compliance, Share Trading, Administration in Civil Building & Factory Project.
- ❖ Experience in Administration, Document Controller, Housekeeping, and Guest House, Bachelor Mess & Vendor negotiations in Project works.
- ❖ Well Experience in Maintain IT, Servers, LAN, Wan, computer, servicing, MS Office package and a strategic planner with expertise in Planning, executing & involving resource Administration, with flair for adopting modern methodologies with quality standards.
- ❖ A good team player, able to work with multi-disciplinary team & having leadership skills & ability to skillful manage Implementation of policies & Regulations.

Career Highlights

COMPANY NAME	Designation/Role	Achievement
<u>MARKOUT SOURCING</u> (Concern company of Larsen & Toubro construction ltd) July 2012 to till date)	<u>Admin Executive/IR :-</u> • working on EIP Software for vendor billing & Data Management, Maintaining the records for all the office routine, Maintain staff attendance, Conference room for meeting, Transporting for staff, Vehicle arrangement ,staff pick & drop on time, regular supervision on security & house-keeping, Cantten, Staff mess, Labour Induction & maintain Labour records, Labour wages. ESI, PF. Labour Camp etc.	<u>UPAwasVikashProject. Ghaziabad, UP</u> (20 Floor Group Housing project), total number of 1296 flats with structure done with shear wall technology & Aluminum Formwork.
<u>NIHAL ENTERPRISES</u>	<u>Document Controller /Tech Assistant:-</u> • Supervising the	<u>IREOProject,</u>

<p>(Concern company of Larsen & Toubro construction ltd) March 2010 to April 2012)</p>	<p>Project Manager personal records & his calendar, Maintain Drawing Register, Coordinate site Engineer & planning, maintain Project office ,manage Conference Room, Maintain project related document,(Drawing, Pour Card, Circulars,MRN ETC.),any other work assign by Project Manager</p>	<p>Berhampur, Gurgaon. Haryana (32 Floor Group housing project.), total 1456 flats with structure done with shear wall technology & aluminum formwork.</p>
<p><u>SMC GLOBAL SECURITIES LTD</u> (March 2009 to 2010)</p>	<p><u>Senior Relationship manager:-</u> Identifying Customer needs, activation of trading account of client, revenue generate through Equity trading ,keeping the right product from cash,F&O,& Intraday, Advice client to right Investment, Maintain diversify portfolio, Generate revenue through various channels.</p>	<p><u>SMC Lucknow Branch:-</u> Team Leader of Including Six RM, Deals in Various Financial product (Like Equity, Insurance, IPO, GI, Mutual Fund, Mortgage, and Loan against share).</p>
<p><u>INDIABULLS FINANCIAL SERVICE LTD.</u> (March 2008 to 2009)</p>	<p><u>Senior Compliance Officer:-</u> Maintain Branch Master data base, prepare un-matched order reports, Order confirmation given HNI Client, Resolve Client complaint & coordinate with Branch, take valid evidence & rectify complaint. Maintain HNI Ledger report & provide the same EVP sales & Compliance Head.</p>	<p><u>Indiabulls Head Office Gurgaon- Haryana:-</u> Handled Team of 10 Dealer's, of RMS department, Coordinated with compliance Team & Branch for their queries. , worked on Indiabulls Sakshi Software. Maintain HNI client.</p>
<p><u>INDIABULLS FINANCIAL SERVICE LTD.</u> (March 2006 to 2008)</p>	<p><u>Local Branch Compliance Officer:-</u> Maintain Do & Don't NSE Policy; at Branch level, Maintain cash & F&O ,Commodity market order through company recording logger line, walking Client order take signed confirmation receipt, Maintain Branch compliance. Handled & follow legal consumer cases</p>	<p><u>Indiabulls Bareilly Branch:-</u> Team of 5 Dealer's, educated them for Legal Trading; beware of un-authorized Trading, Margin report to client deliver on daily basis. Signed order slip, given order confirmation call & No</p>

	against Branch.	advice given to client for Investment.
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Education Qualification:-

- ❖ **Bachelor of Science (Math's)** from Kanpur University, in 2003 India.
- ❖ **PGDBA** Diploma in Business Management from Digital world Management Institute from Muzaffar -Nagar, UP, approved by MHRD & Govt. Of India ,2006, India
- ❖ Diploma in Computer **Hardware & Networking** from **Jet king Infotrain** Institute, Kanpur in 2004, India.

Personal Detail:-

- ❖ Address :- E-198 Sector-12, Vijay Nagar,Ghaziabad-UP-201009
- ❖ Father's Name :- Mr. Saleem Ahmed
- ❖ Date Of Birth :- 15-July-1983
- ❖ Maritial status :- Married
- ❖ Passport No :- **J9658080**

Signature

Date:-