

**NAYAZ AZAM**

No#59 10th main 10th D' cross,
Email:Nayazazam922@gmail.com
Kanakana nagar r.t nagar
post
Bangalore 560032.

:Nayazazam27@gmail.com
PH:+918618563960

OBJECTIVE:

To dedicate and commit myself to the organization, cooperate and co-ordinate & manage a team for the growth and prosperity of the organization and learning skills, obtain challenging and growth-oriented position in the process.

AREAS OF EXPERTISE:

Facilities Management, Logistics Management, Guest Relations, Corporate Hospitality, Human Resources, Guest Experience, Front Desk Management, Managing Housekeeping, Customer Service, Document Controller, Hotel Operations, office Management, Food & Beverages, Event management, Accounts, Automotive.

EDUCATIONAL QUALIFICATION:

10 th	:	Mamatha English School
PUC	:	Vidya Vahini College
B.COM	:	Dr. C.V. Raman University
M.B.A	:	Pursuing.

Computer Knowledge

WINDOWS & MS-OFFICE Package

Software knowledge

Citrix clarify tool, focus software, KERRIDGE software, Car Pro, SAP & more.

Work Experience

**Company : Working as Business developer at Jai Bag events
Bangalore.**

Period : January 2017 to till date.

Roles & Responsibilities

**Company : Worked as Workshop In charge at Royal Commission
Through Al Jazirah Ford Company Saudi Arabia.**

Period : December 2014 to December 2016.

Roles & Responsibilities

- Incharge of Al Jazirah Ford vehicles at Royal Commission Project.
- Security vehicles, Normal users, VIP users, handling independently with a team at Royal Commission Project Jubail & Ras Al Khair locations.
- Handling team of 26 members service advisor, parts advisor, team leader, administrator, coordinator, technicians, drivers, cleaners & security.
- Making (GCC) vehicle permits for the clients to travels out of Saudi Arabia.
- Making (TAMM) Identifying the actual user of the vehicle, if there is any accident, traffic violation, issuing & cancelling the secondary driver's authorization to drive the vehicle inside the kingdom.
- Receiving accident vehicles getting repair as per company polices & insurance claims depends open the cases.
- Processing accident vehicle documents for claims approvals.
- Interacting with body shop manager & team to complete pending accident vehicles work at the earliest.
- Interacting with company G.R.O for government jobs as muroor report sheik Marat etc.
- Handling replacement vehicles. .
- Preparing team attendance with OTs & time sheets.
- Responsible for all vehicles regular service, Major services Accidents, replacements, breakdown, damages, parts etc.
- Client's traffic violation claims.
- Staff vacation requests, replacements, uniform, shoes, material requests.
- Handling petty cash for official use.
- Preparing invoice & summary monthly wise, interacting with client's managements for audits & process for payments.
- Follow up with HR team for submission of zakat certificate, saawada certificate, sejal tejari certificate, GOSI certificate, Insurance certificates etc.
- Reconciliation Invoices to save deductions.

Service Advisor at SCECO project from December 2014 to December 2015.

Roles & Responsibilities

- Interacting with customers receiving vehicles & checking complaints.
- Inspection whether vehicle has scratches, damages or any equipment's are missing.
- Using Car Pro Software to input all data.
- Opening job cards based on the vehicle complaints
- Follow up with other location for monitor sheets on daily & weekly basis.
- Opening job cards (work order) of Northern & Eastern Region of **(SCECO) Saudi Electric City Company** more than 18 locations, Dammam, AlKhobar, Khaleej, Abqaiq, Quriah, Quarrayath, Mansura, Mahsen, Sakaka (Aramco) Tabarjal, HafaralBatin, Nariyah, Ghazlan, Arar, Turaif (Aramco), Jubail, Rafha, Al Khafji.
- Charging sublets internal, insurance & Cash Account.
- Using KERRIDGE software for Creating Job Cards under Internal, Insurance & other Accounts.
- Interacting with technicians for regular service, transmission, differential service & major jobs etc.
- Interacting with local service advisor of other locations & sharing vehicle history to avoid repeated jobs.
- Preparing TCR report (tire condition report) of all locations.
- Preparing SAR report (Service Authorization Request).
- Preparing oil consumption reports of all location.
- Preparing accident vehicle reports.
- Preparing vehicles work pending reports & interacting with service manager to complete work below tat.
- Sending updated vehicle repair status reports to the clients.
- Preparing daily weekly & monthly reports of all locations.
- Maintaining files of Jobs cards, Monitoring sheets, Sublets, Insurance approvals, Check list for the records if there is any Internal or External audits.
- Preparing petty cash report & sending to HO.
- Sending requests to HO for staff uniforms.
- Sending vacation request of staff to HO for approvals
- Receiving accident vehicles.
- Arranging replacement vehicles as per company agreements.

Company : Worked as HR at Caere India Pvt Ltd.

Period : July 2014 to November 2014.

Roles & Responsibilities

HR Introduction & Formalities

- Handling new joining formalities of all new employees.
- Preparing of all new joiner PDS data.
- Issuing temporary ID cards to new employees.
- Generating ERP code for new employees.
- Interacting with Bank officers for opening account of new employees.

Billing & Invoice

- Interacting with client to get approval of staff attendance.
- Verification of attendance (Man days & OTs).
- Verification of commercial agreements.
- Generating invoice as per the agreement.
- Maintaining client approved acknowledgement receipt data for the reference.
- Updating employees' attendance in Focus software toll.
- Generating salary slips of employees.
- Maintaining F&F documentations.
- Handling F&F settlement process.

Administration & Petty Cash

- Verification of approval on expense by approved authority.
- Generating data of expenses & preparation of voucher.
- Maintaining daily office expenses below company budget.
- Verification of commercial agreements.

Collection Report

- Collecting cheques & payments from clients.
- Updating of collection details in the revenue tracker.
- Preparing outstanding reports.

Maintenance of Agreement

- Keeping all the agreements updated of all region
- Follow up with operation team prior before one month of agreement expiry.
- Renewal of agreements with minimum wages etc.

Statutory

- Collection of documents to generate PF & ESI
- Details of benefits of PF & ESIC,
- Maintaining files & registers of PF & ESIC of employees.
- Maintaining labour license procurement
- Maintaining of labour registers etc.

Company : Worked as **Central Facilities Executive at Bharti Airtel**
Through **Jones Lang LaSalle Pvt Ltd.**

Period : **December 2012 to December 2013.**

Roles & Responsibilities

- Bharti Airtel Pan India 11 states 127 sites, providing service to the clients,
- Handling team of 4 members.
- Rising w/o from citrix, clarify tool & resolving issue with the local facilities site lead.

- Cafeteria management,
- Conference, Training & meeting room management,
- Handling Couriers & mail room services,
- Front office & visitor management,
- Housekeeping & Indoor plant managements,
- Key management & Pantry service management,
- Pest control & internal movements shifting & Ads changes management.
- Handling Housekeeping attendance.
- Daily inspection at Reception, Floors, Wash rooms, Cafeteria, Smoking zone.
- Daily food inspection before breakfast & launch timings.
- Printer & Stationary supplies managements,
- Repairs & maintenance management.
- Preparing daily reports of open tickets.
- Preparing daily FRC reports of all sites.
- Preparing daily clients conference meeting reports of all sites.
- Preparing feedback calls report of all location.
- Preparing team roaster for monthly wise.
- Preparing flyer's on weekly basis & sending to the clients.
- Waste management etc.

Company : Worked as a Logistics Coordinator at **Microsoft India** through **Jones Lang LaSalle Pvt Ltd Bangalore.**

Period : **August 2011 to August 2012.**

Roles & Responsibilities

Commercial & Bills Management

- Timely bills submission to finance department
- Vendors Management
- Vendors Timely Payment Distribution
- Vendor selection & evaluation
- Generation of Quarterly Expenditure & Budget Report.
- Air transfer for the employees.
- Hotel reservation for the employees & visitors.
- Guest House accommodation for Company Employees.
- Arranging transportation for Company employees & Visitors.
- Processing bills for payment.

Transportation & Billing

- Organize and arrange transport for all the employees of different work locations.
- Design route lists and arrange pickups and drops for all employees.
- Effectively involved in scheduling the vehicles & Costing.
- Maintain records of all cabs & Drivers, (DL/RC/IC/EC/Permit 47 & 49).

- Randomly inspecting vehicle cleanliness, condition of tires, availability of spare wheel, toolkit, fire extinguisher, first aid kit, emergency light etc. Checking the vehicle documents and drivers' uniform & license/badge.
- Preparing daily Escort report, ensuring that lady employees are not the first pickup & last drop between 7pm-7am.
- Explaining about the Transportation process, procedure, Safety & Security of the employees for new joiners & answering their queries in the Induction program.
- Preparing Daily & Weekly dashboard of Transportation.
- Generation of MIS reports (fortnightly & monthly).

Company : Worked as Transport In charge in **IBM INDIA**
Through Manpower Services India Pvt Ltd.

Period : **November 2008 to June 2011.**

Roles & Responsibilities

- In-charge of drops for GBS employees round the clock.
- Generation of MIS reports of five location EGL,MTP,SA,PT,& FTP (daily, weekly, fortnightly, and monthly)
- Independently handling transport operations,
- Preparing & sending Monthly MIS reports to Management.
- Preparing daily Usage fleet strength reports,
- Checking cabs in daily & fortnightly basis
- Auditing Trip Kilometers & Making Deduction
- Interaction with Travel Vendors.
- Preparing routing for daily busses
- Coordinating with vendor for quality
- Interaction between Employees and Drivers
- Providing quality transport logistics support.
- Sending Monthly cab utilization reports of five location to the management,
- Sending monthly team timesheet to management.

Company : Worked as a Logistics Executive at **AVIVA GLOBAL**
Services through Service master Bangalore.

Period : **December 2007 to October 2008.**

Roles & Responsibilities

- Generation of MIS reports (daily, weekly, fortnightly, and monthly)
- Sending Monthly dashboard and MIS Reports to Management.
- Interaction with Auditors and Travel Vendors.
- Timely assemble & reconcile of Logistics Invoices
- Handling trips mileage reconciliation of all transporters with our team members

- Ensure that the on time billing entries and Independently handling transport billing program wise, Cost management
- Maintenance of Accounts & Records of Log sheets
- Compliance/Quality check for all vehicles billing statement.
- Initiated C I (Continuous Improvement) quality to bring efficiency in MIS reports.

Transport Operations

- Ensure optimum use of transport, planning in 12 hours advance with work force.
- Providing quality transport logistics support.
- Ensure that the vehicles are on time reporting to the office premises.
- Optimum usage of Fleet Service.

Commercial & Bills Management

- Timely bills submission to finance department
- Vendors Management.
- Issuing payments to vendors.

Company : **Worked as a Desk Executive in Dell, Sap Labs, IBM & Wipro through Lesconcierges life care service Private Ltd** Bangalore.

Period : **September 2006 to December 2007.**

PERSONAL PROFILE

Name : Nayaz Azam

Father's Name : MD Ilyaz

Date of Birth : 30-08-1986

Sex : Male

Marital Status : Married

Driving License : India, International.

Present address : No#59 10th main 10th D' cross kanaka nagar, R.t nagar post Bangalore 560032.

Languages : English, Arabic, Hindi, Kannada, Urdu & Tamil.

I hereby declare that all the information given above is true to the best of my Knowledge.

Place:

Date :

(NAYAZ AZAM)

