

Mohammed Khaja Azharuddin

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CAREER OBJECTIVES

A highly competent and a team spirited professional with over **3.6 years** of work experience, involvement in numerous job roles. Having a sound experience in exploring & managing channels in order to derive the required market share, revenue and profit of the organization. Developing and implementing Marketing strategies so as to achieve business growth and increase profits. My main objective is to work in an exciting and professional environment, such that with personal development and growth possibilities and to achieve the company's goal/s through my professional ethics, sincere commitments and hard work.

I assure that given an opportunity, I shall have no stone unturned and would explore myself to the utmost.

Strengths

- 3.6 Years of diversified work experiences
- Very good command over Microsoft office suit (Word, Excel, PowerPoint & Outlook)
- Strong command over both verbal as well as written communication skills
- Team/Time/Quality management
- Carrying out market study, negotiation, purchasing & coordination abilities
- Honest, Sincere and Smart worker with a zeal within to progress
- Administration/Business Development/Finance/Accounts/Sales/Marketing
- Conducting Seminars/workshops, giving presentations, hosting and chairing meetings
- Quick grasping and adapting capability

EMPLOYMENT HISTORY

EXPERIENCE IN TOTAL: 3.6 Years

Organization: AIN CORPORATION SECURITY SOLUTIONS INDIA PVT LTD.

Designation: FINANCE & ADMINISTRATION

Duration: December, 2013 - January, 2015

Key responsibilities:

- Perform numerous activities related to administrative and office support
- Administer, monitor, carry out research, draft and maintain records
- Carry out a detailed study of marketing strategies and accordingly come up with new suggestions
- Preparing and maintain salary statement, all financial and administrative information of each employee in the records
- Handle all inquiries via all mediums of communication, establish correspondence and create reports for verification, approvals and signatures
- Draft proposal, prepare PowerPoint presentations, confirm appointment with clients, brief out project details and according to their requirements make changes. Finally come up with a strategic plan and accordingly communicate the same to the concerned departments / authorities.



- Monitor WIP (Work in progress), update and chase tasks/projects in order to ensure progress within the stipulated time frame.
- Prepare annual estimates of expenditures, maintain budget and inventory controls and accordingly discuss and make recommendations to the management



Organization: AIN CORPORATION SECURITY SOLUTIONS INDIA PVT LTD.

Designation: ACCOUNTANT AND ADMINISTRATIVE ASSISTANT

Duration: July, 2010 – December, 2012

Key responsibilities:

- Preparing vouchers on accounts receivable, accounts payable, keeping record of day to day transactions.
- Filing and records maintenance
- Monitoring Cash, Bank, overdraft balance on a daily basis and assisting in carrying out bank reconciliation on a monthly basis
- Assisting and coordinating with the Senior Accountant with tasks related to Banking processes and transactions of the company on a monthly and yearly basis and accordingly comment on them by making use of various analyzing tools (Charts, graphs and tables)
- Monitoring and Processing Employee expenses
- Assist and coordinate in carrying on Special projects

ACADEMICS

MBA from University of Sunderland U.K 2014

Modules included:

- INTERNATIONAL BUSINESS MANAGEMENT, ▪STRATEGIC MARKETING MANAGEMENT
- GLOBAL CORPORATE STRATEGY, ▪MANAGING FINANCIAL PRINCIPLES AND TECHNIQUES, ▪ADVANCE PROFESSIONAL DEVELOPMENT, ▪MANAGING CHANGE IN ORGANISATIONS, ▪MANAGEMENT RESEARCH PROJECT AND PRESENTATION, ▪STRATEGIC PLANNING AND IMPLEMENTATION, ▪HUMAN RESOURCES PLANNING AND DEVELOPMENT, ▪LEADERSHIP OF YOUR ORGANISATION, ▪STRATEGIC MARKETING MANAGEMENT, ▪QUALITY AND SYSTEMS MANAGEMENT

▪Carried out a detailed research study titled “*The Impact of Total Quality Management (TQM) on Customer Satisfaction at a confidential British Company*”



Post Graduate Diploma in Management Studies (P.G.D.M.S) 2011

Specialized in Business Management studies from the Bentham Institute of Management & Languages



Bachelors in Commerce/E-commerce (Computers) from Osmania University

1st Division 2010

Modules included:

- Business accounting, ▪Financial accounting, ▪Cost accounting, ▪Corporate accounting,
- Commerce, ▪E-commerce, ▪Income tax



PROJECT/WORKSHOPS/SEMINARS/ACTIVITIES/SOCIAL EVENTS

- During P.G.D.M.S, got an opportunity to carry out research, accordingly study, then compile word files and at the same time prepare and host several PowerPoint presentations on various

topics related to, e.g., Had hosted a series of Power Point presentations of modules: Operations Management, Market Research, Strategic Planning and Implementation, Human Resources Planning and Development, Leadership of your Organization.

- The module in which this project was to be done was titled "Quality and Systems Management" and the project title was "Organizational Performance" where I opted for Hajj (a religious ritual in Islam) and performed a detailed analysis of the activities dealt during the Hajj which takes place in Saudi Arabia. The core area to be critically analyzed was the operations management and adhering to it prepared a detailed report using various online sources.

- Led a team consisting of 15 members, for making a detailed project on recording various functionalities performed by a sales team of a small Software Solutions Company located in Hyderabad. The medium used to record the data was Microsoft Excel.

- Had a subject while doing A.P.D.M.S titled as "MANAGEMENT RESEARCH PROJECT AND PRESENTATION" and for that carried on market research to identify a demanding business, and accordingly developed a business plan with feasibility report and at the end made a PowerPoint presentation and conducted a detailed discussion on why to opt for my proposed business!

- In this project I was supposed to carry out in depth study of the "organizational performance" of any chosen organization and I chose my own institute "Bentham Institute of Management & Languages.

- Had opted for two organizations, one related to financial services (Bank) and the other organization related to the manufacturing organization (hardware manufacturing unit) and performed a detailed analysis of the activities related to human resource at that concerned organization.

- While pursuing diploma on accounting packages, got an opportunity to undergo a project on Peachtree, where I got the opportunity to understand all the activities performed by an accountant in a Company. The project, although was a dummy project of a company which actually existed in Dammam, Saudi Arabia.

PROFICIENCY OVER COMPUTER AND IT SKILLS

- Computer addict and Internet savvy, certified as professional over email writing ethics, blogger, good on social networking sites like Facebook, twitter and LinkedIn

- Certified as **Microsoft office specialist** in MS Excel

 Excel



Word



 Outlook



PowerPoint



LANGUAGES

English

Hindi

Urdu

Arabic

Training, Awards and Certifications

- Did PGDMS under the sponsorship of **AIN CORPORATION LTD.**
- Had participated in the startup of a **Forex Broking Firm.**
- Underwent training at **VAGMINE WEB LABS** on **SAP ERP** for the module of **FI/CO (FINANCIAL MODULE)** 2013
- Diploma in financial accounting packages (Peachtree, Tally, Focus, Wings) and & real time project on Microsoft Excel, - 2007 **Regd. No. 6168**
- Certified as Microsoft (USA) Office Certified Specialist in MS-Excel 2010 **Certificate serial number vD5Q-DTez**
- HP LIFE e-Learning certifications on Business email (serial number **26981-401**), Effective Presentations (**26981-338**) and Marketing benefits vs. features (**26981-811**)
- Accomplishment Certificate in Tally by WisdomJobs.com **Certificate ID 414027**
- Self-learning of Microsoft Visio and Project

PERSONAL DOSSIER

Date of Birth: 01/01/1985
Nationality: Indian
Gender: Male
Religion: Islam
Civil status: Single
Passport number: G 9230521
Passport expiry date: 04/06/2018
Driving License: Indian + International Driving License

REFERENCES

Shall furnish upon request

DECLARATION

I hereby declare that the information furnished above is correct to the best of my knowledge and belief.

Mohammed Khaja Azharuddin
Applicant