

SUBJECT: CURRICULLUM VITAE

Dear Madam/Sir:

Greetings...

I hereby make an application at your prestigious company for any position that suits my qualification.

Recently, I completed my 3 Year experience in INDIA and UAE where I was given the responsibility of Office In charge, Administrative position, Customer Service, Logistic & Procurement Task, PRO and other duties such as Secretary to the Manager.

I have also gain special knowledge in various Software Operation with working experience in the use of the following ; Microsoft Windows 95,98 SE, 2000, XP, 2003 and 2007 including its MS Office Microsoft word, MS Excel, MS Access, MS PowerPoint and MS Outlook Express & HTML usage.

I am applying with complete confidence that I shall make a significant contribution to the operation. Over the past 5 years, I considered experiences in various fields relevant to Office Manager, Executive Assistant, Admin Executive, Accounting works (i.e. Bank Transfer, Cheques Deposits, Invoicing, Purchasing, Payables and Disbursement) and handled multi task.

I shall look forward to hear from you soon and hoping one of your prospects for employment.

Truly yours,

Suraj Hemnani

E-mail: hemnani.suraj05@gmail.com

Mobile No: 8085021340

Enclosures: 2 Pages

Suraj Hemnani

Bhopal Madhya Pradesh India

Mobile # 8085021340

E-mail address: hemnani.suraj05@gmail.com

OBJECTIVES / SUMMARY:

Strong analytically decisive with extensive multi- task experienced skills - Business Administration, Accounts, Customer Service, Logistic & Purchasing, efficiently in organizing details, Work independently, Accurate and Effective in organizing with excellent time management.

EDUCATION ATTAINMENT:

- Bachelor of Business Administration

Barkatullah
University.
Bhopal, Madhya
Pradesh, India.

TRAINING AND SEMINAR ATTENDED:

- Executive Development
- Comprehensive Workshop Management

STRENGTH / KEY SKILLS:

- Mastering Multi- task with strong organizational, logistic and creative abilities.
- Strategic thinker with great attention to accuracy and detail leadership qualities.
- Media Expert
- Excellent Management skills.
- Expert in handling on Purchasing Management Support Function.
- Management proposal to include planning, organizing, scheduling, compliance, coordination, management presentation.
- Adoptive to Dynamic Business scenario - Decisive
- Communication and Correspondence skills
- Analytical ability and initiative
- Attentive in details and high accuracy
- Independently work with time Management
- Creative and self - motivated oriented skills
- Marketing, Planning ,Organizing Budget and Logistic
- Solving Problem and Self Management
- Customer Service Satisfaction
- Excellent interpersonal skills and ability to lead the team.
- Perform documentation on procedural government requirements for employees. (PRO task)

**PERSONAL
ATTRIBUTES /
PROFESSIONAL
SKILLS AND
INTEREST:**

- **Hardworking and focused person.**
- **Independent and self-motivated**
- **Able to take responsibility and work under pressure**
- **True Team Leader and Fast Learner**
- **Computer Literate – Proficiency such as Windows and Microsoft Office and Internet**

CAREER EXPERIENCED:

- **CAPITAL FIRST PVT. LTD.
SALES OFFICER
BHOPAL, INDIA
March 2014 till July 2019**
- **Al Safeer Group of Companies.
Section Incharge – Sales
Sharjah, UAE
August 2019 till August 2021**