**CURRICULUM VITAE**

**naki ahmad**

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Personal Statement:

Results-oriented, conscientious, and efficientt.State Head, project Coordinator, Centre manager, Marketing Executive & Business Development with extensive management, marketing and operation experience.

I have worked in DDU GKY Project, PMKVY Project, Seekho Aur Kamao Project, as part of operation team. Effective communication and relationship-building skills ensure the ability to network skilfully and build mutually beneficial relationships.

I successfully combined my studies with work and other commitments showing myself to be self-motivated, organised and capable of working under pressure. I have a clear, logical mind with a practical approach to problem solving and a drive to see things through to completion.

#### Key Attributes

#### Self motivated graduate with well developed project management and IT skills combined with a flexible attitude to work.

* **A critical thinker with strong analytical skills.**
* **Get on well with people at all levels, easily making good working relationships.**
* **Have good presentation skills combining sound analytical research and clear verbal explanation.**
* **Seek out new responsibilities irrespective of reward and recognition.**

Work Experience:

Current Employer: International Skills Academy Pvt. Ltd.

Duration: 23th March 2021 to present

Job Title: State Head

Work Location: Pithoragah, Uttarakhand

Role & Responsibilities:

* In DDU GKY Project Skill India ( as State Head ):-
* Completely handling centre operation on daily basis.
* Handling centre staff managing them and trained them about the projects and all the standard form.
* Student dossier and staff dossier check & completion and proper attendance track record.
* Coordination with District wise DPM’s for student mobilization and selection of Candidates for new batch launch.
* Handling all the audits related to centre.
* Proper checking of training quality and food quality.
* Candidate’s placement record maintenance and tracking.

Previous Employer: Marg Erp Ltd.

Duration: 11th June 2018 to 21 Feb 2021

Job Title: Centre Manager

Work Location: Almora, Uttarakhand

Role & Responsibilities:

PMKVY & Seekho Aur Kamao Project Skill India (as project coordinator):-

* Work on SMART portal to make TC registration and CAAF filling and submission in PMKVY & Seekho Aur Kamao Project Skill India.
* Proper checking of project related compliance completion and coordinate with partners to complete it and a proper setup.
* Work on business development part to open new Franchise Training center under PMKY Project Skill India.
* Provide support to partners to run the project properly and smoothly.
* Provided support in documentation part for RFP filling and SSC affiliation.
* Work on building healthy relationship with Client for future and smoothly running of projects.
* In DDU GKY Project Skill India ( as centre manager ):-
* Completely handling centre operation on daily basis.
* Student dossier completion and proper attendance track record.
* Coordination with District wise DPM’s for student mobilization and selection of Candidates for new batch launch.
* Proper checking of training quality and food quality.
* Candidate’s placement record maintenance and tracking.
* Daily failure report maintenance on daily basis.

Previous Employer: Nextgen Infratel Pvt. Ltd.

Duration: 10th April 2017 to 27th March 2018

Job Title: Compliance Executive

Role & Responsibilities:

PMKVY Project Skill India:-

* Work on SMART portal to make TC registration and CAAF filling and submission in PMKVY Project Skill India.
* Work on business development part to open new Franchise Training centre under PMKY Project Skill India.
* Proper checking of project related compliance completion and coordinate with partners to complete it.
* Provide support to partners to run the project properly and smoothly.
* Work on building healthy relationship with Client for future and smoothly running of projects.

Previous Employer: San Trading Company

Duration: 7th July 2015 to 28th March 2017

Job Title: Marketing Executive

Role & Responsibilities:

* Work on business development part to open new Franchise Partners for Tea bag sales.
* To Build a distribution channel in given area for tea bags sales.
* Provide support to clients in customer handling and customer service.
* Work on building healthy relationship with Client for future and smoothly running of business.
* Work on solving customer and client queries.
* Weekly visit to clients for proper working and support.

Project Undertaken:

Employer Name: **Jetking India**

Project Name: **A study on “PUBLIC REALATION” of JETKING INDIA**.

Location: Rohini, Delhi

Duration: 1st June 2014 to 30th July 2014

Objective: Check the awareness level of people about Jetking India courses and study the relationship with clients.

Professional Qualification:

07/2013 to 06/2015

MBA (MASTER OF BUSINESS ADMINISTRATION) IN FINANCE AND MARKETING

From Aryans Group of Colleges, Rajpura ( Punjab Technical University) Punjab, India with 78.6% marks.

08/2010 to 07/2013

BBA (BACHELOR OF BUSINESS ADMINISTRATION)

From Aryans Group of Colleges, Rajpura ( Punjab Technical University) Punjab, India with 75% marks.

Educational Qualification:

**04/2009 to 06/2010**

10+2 in Commerce from Govt Boys sr sec School, Bawana, Delhi 110039.

BOARD: Central Board of Secondary Education.

04/2007 to 05/2008

Matriculation from Govt Boys sr sec School, Bawana, Delhi 110039.

BOARD: Central Board of Secondary Education.

**Computer Skills:**

* Operating system: All windows XP ,7, 8, 8.1, & 10.
* Familiar with Social Media.
* Efficiently work on Ms-Office.

**Achievements:**

* Achieved 1st position in MBA final year.
* Organized intra college cricket tournaments.
* Won a Gold Medal in ‘VOLLEY BALL’ in sports meet-2011 held at Aryans group of colleges.
* Won a Silver Medal in ‘CRICKET LEAGUE’ in 2013 held at Aryans group of colleges.

**Personal Interest:**

Playing and watching cricket, and travelling.

**Declaration:**

I hereby declared that the information provided above is true to the best of my knowledge & belief.

**Personal Information:**

FATHER: Mr. Sami Ahmad (Self-employed)

MOTHER: Mrs. Nasima Begum (Home maker)

ADDRESS: House No.178, Block-A, Resettlement colony, Bawana,

Delhi 110039

Date:

Place: Signature: NAKI AHMAD