**CURRICULUM VITAE**

**MOHAMMAD SAQUIB**

**Profile : Male , 29, Single**

**Nationality : India**

**Current Position : Co ordinator & Personal Assistant of Director Company : Ashok Leyland (Rishi Auto sales pvt. Ltd. Faizabad) National ID (Aadhar) : 921147818782**

**Personal E-Mail :** **saqibamaan@gmail.com**

**Mobile : +91-7007149819**

**WORK EXPERIENCE-**

(1) June 14 – July 16 : **Canary Apparels Pvt. Ltd. : Faizabad**

Designation **: Company Outlet Retail Store Manager**

(2) July 16-December 16 : **Mahindra & Mahindra (Amit motors pvt ltd.)** : **Faizabad**

Designation : **Relationship Manager**

(3) January 17-August 18 : **Travelerfood Enterprises** : **New Delhi** Designation : **Corporate Sales Executive**

**JOB RESPONSIBILITIES-**

* To Co-ordinate between the Sales & service team
* Taking Care of service helpline of heavy vehicles.
* E Mail access of Executive director as Personal Assistant
* Data management for Service & Sales of Heavy & Light vehicles.
* To maintain tracker for sales of heavy vehicles every month.
* Due service reminder to customers after 15 days interval.
* Flight, Train & Hotel booking for Executive Director.
* To Maintain & update daily work schedule of Executive director.
* To follow up with Financers for funds Outstandings & Delivery order.
* Breakdown vehicles co ordination & provide them service through team work.

**QUALIFICATION-**

* 2006 - 2009 : BBA (International Business) : Lucknow , India

 Lucknow University

* 2010 - 2012 : MBA (Marketing & Human Resource) : Lucknow , India

 Gautam Buddh University

**IT SKILLS-**

* Diploma in Computer Application (ADCA) : MS Office : Advanced
* Triple C Certification : Computer Basics : Advanced

**LANGUAGES-**

* English : Advanced
* Arabic : Advanced
* Hindi : Native

**TRAINING & INDUSTRIAL VISIT-**

* Softskills training from Mahindra & Mahindra (A/O Lucknow) in 2016
* Industrial visit to Aditya Birla Group Indogulf fertilizers plant (Jagdishpur- Amethi) in 2012.

**ACCOLADES & CERTIFICATION-**

* Awarded for College Seminar Presentation during MBA in 2012.
* One year certificate course in Arabic language with outstanding grade.

**CAREER OBJECTIVE-**

To work with an organization, where I can give my best performance with my work ability as well as interpersonal skills to contribute towards growth of the organization.