**Curriculum vitae **

***Shakir Ahmad Bhat***

My contacts:

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Phone : +91 9622333700

Whatsapp: +91 7428206997

Present Adress: B-210 Lajpat Nagar New Delhi-24

Permanent Adress: Srinagar J&K India-190003

**SUMMARY**

Ability Acquisition proficient in a relentless and execution driven culture. Well record of improvement climate including arranging, creating and executing sourcing systems, assembling and guaranteeing solid colleague connections and overseeing high performing groups.

Have fantastic correspondence and relational aptitudes, solid investigative abilities and critical thinking approach with an emphasis on results.

Procured information on measurable and financial techniques,

Information on resource assessment, market proficiency and the macroeconomic impacts .Ability to survey the workplace of an organization, assess its necessities.

**Specialties:**

* Office Management
* Administration Management
* Stakeholder Management/Vendor Management/Contract Management/Lesioning
* GST /SAP ERP/TDS/BUSY and Tally ERP
* HR/Payroll/General management/Operation Management
* Key Accounts Management
* People Management and Development
* Planning and execution of turn key projects/ Customer focus/ Mentoring & coaching

**Experience**

#### Executive and Assistant

**Hamdard Public School Talimabad New Delhi-80**

June 2017 – Present ,New Delhi, Delhi, India

* Responsible for all office administration related activities
* Maintain all files and correspondence record, maintain office (including Principal’s office) and office stores and equipment.
* EDU Delhi Software Entries
* DOE balance sheet.
* CBSE OASIS Data Management
* File Management
* HR related operations
* Contracts and legal documents.
* Admission Management.
* Accounts Entry
* Office Management
* Service Records and Payroll Management
* Managing correspondence with government bodies
* Budgeting
* Salary Generation
* Attendance Maintenance
* Staff Queries
* Tax Related Entries
* Record maintenance in Busy and tally.
* GST Returns
* Monitor activities and performances of the vendors deployed.
* Coordinate with vendors for various kind of Job Work.
* Transport Management.
* Software Updations and Data Entry
* Campus care Updating

#### Admin Executive and Accounts Assistant

**Baba Cottage Industries- New Delhi**

OCT 2016 – May 2017 ,New Delhi, Delhi, India

* Responsible for all office administration related activities like housekeeping, security  
  pantry services, inventory management, etc.
* Monitor activities and performances of the vendors deployed
* Coordinate with vendors for various kind of services
* Ensure availability and working condition of all the consumables. E.g.: Stationary, Water, Diesel for DG, etc
* Management of IT and Non-IT assets.
* Monitoring movements of IT and Non IT assets.
* Ensuring compliance to all administrative related procedures and guidelines.
* Ensures payment of all bills .
* Preparing of Balance Sheets and ITR.
* GST Returns,TDS returns
* Record maintenance in Busy and tally.
* Export and cash Transactions on daily basis

***Admin Executive***

**Passport Seva Kendra - India**

**December 2013 – February 2016 (2 years 3 months)Srinagar, Jammu & Kashmir, India**

**As ADMIN Executive:**

* Responsible for all office administration related activities at PSK like housekeeping, securitypantry services, inventory management, etc.
* Preparing of Balance Sheets and ITR.
* Record maintenance in Busy and SAP ERP.
* Monitor activities and performances of the vendors deployed at PSK
* Coordinate with vendors for various kind of services
* Ensure availability and working condition of all the consumables. E.g.: Stationary, Water, Dieselfor DG, etc
* Management of IT and Non-IT assets.
* Monitoring movements of IT &Non IT assets.
* Ensuring compliance to all administrative related procedures and guidelines.
* Ensures payment of all bills at PSK.

**As Floor Coordinator**

* Provides assistance to applicants in different service zones
* Resolves applicant queries
* Manages crowds
* Manages controlled and systematic movement of applicants within the PSK servicezones.

**As CITIZEN S ERVICE EXECUTIVE (CSE)**

* At Enquiry/ Exit Desk
* Provide assistance to the applicants
* Answer passport application related queries of applicants
* Form selling
* At Token counter
* Checks whether all supporting documents are available as per guidelines.
* To Issue the token if required documents are available or if consented by the RPOstaff.
* Provide assistance to the applicants.
* At Private Processing counter
* Check for completeness of the application form submitted and make corrections ifrequired.
* Check availability of supporting documents with respect to the instruction booklet. Upload the copy of self attested supporting documents.
* Capture biometric finger prints and digital photographs of the applicants.
* Accept payments towards fees and /or penalties.
* Resolve and /or escalate customer queries and issues to APO.
* At DPC-SPC-CSC Processing counterEnter application details accepted through DPC/SPC/CSC channels, into the systemand upload the supporting documents.
* Capture fee related information. Verify DDs.
* Perform DPC-SPC-CSC application form processing.

***Management and Administration***

J&K CEMENTS .

Internship Program

**Education**

2020- Present M.Com (JamiaMilia New Delhi) –Persuing

2017-2017 GST Accounting

2014-2014 JKCEST

BUSY (Accounting Management)

2014-2014 JKCEST

Tally\_ERP-SAP

2009-2011 University of Kashmir

Graduation in Bachelor of Computers(BCA)

2007 – 2008 Green land educational institute

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**Skills & Endorsements**

1. Team management
2. Event Management
3. SAP\_ERP
4. Tally ERP/BUSY ERP
5. Office Administration
6. Customer Service
7. Administration
8. Training
9. Presentations
10. MS Excel/MS Office/PPT/
11. C and C++
12. Accounting/Taxation/GST/TDS
13. BUSY Accounting
14. GST
15. HR Operations/Payroll/Employee Relation /Contracts/Benefits
16. File Management/Liaising/Contract Management/Vendor Management

**Languages**

1. **English**
2. **Urdu**
3. **Kashmiri**

**Projects**

#### Codling Moth

Mass Trapping of Apple Management in Kashmir

2 team members

Dr. Barkat Hussain (Assistant Professor SKUAST\_K)

Shakir Ahmad Bhat

**Volunteer**

* Event Admin (Green Land Hr Sec School-2008)

**Honors & Awards**

**Best Admin**

Passport Seva Kendra Srinagar

Sep 2015

**Award Of Punctuality**

PSK Srinagar

Nov 2016

**Best Event Manager**

Green Land Hr School

July 2008

**RELEVANT SKILLS AND KNOWLEDGE ACQUIRED THROUGH EDUCATION**

* Ability to survey the workplace of an organization, assess its requirements.
* Acquired information on factual and monetary techniques,
* Knowledge of resource assessment, market productivity and the macroeconomic impacts

**EXTRA-CURRICULAR ACTIVITIES/COMMUNITY SERVICES**

* Coordinator,Community Support Group for Students with Special Needs.
* Biking, swimming, bowling, competitive chess, playing guitar, writing and cricket

**COMPUTER AND RELATED SKILLS**

* Statistical and Computer Modeling Applications; Microsoft Office Suite and Internet Explorer, MS office, MS Excel, MS PowerPoint, SAP ERP, Busy, TALLY

**MOTIVE:-**

* A significant level of responsibility and earnestness towards work.
* Adaptable to changing work culture and climate.
* Ready to learn new things.
* Task situated and ready to work under characterized work boundaries.

**Personal Profile**

Father’s Name : Ali Mohd Bhat

D.O.B : 04th Nov 1990

Address :- Syed Mehmood Abad WuyanDisttPulwama J&K India-192121

Nationality : Indian

Passport No: K5579297

**Personal Interest:-**

Effective administration and over all oversight as per the general inclination of association

**STRENGTH:-**

* I am a youthful fiery individual prepared to confront all difficulties with full energy , life and excitement.
* I am persevering, dependable and willingto work with inspirational disposition and Dedication

**Aim of Life**

* To Balance my personal and professional life and also to become successful in whateverfield I work, be it my personal or professional fronts.

**DECLARATION**

I do hereby declare that the information furnished by me is true & correct to the best of my knowledge and belief and nothing has been concealed or wrongly stated therein.