

CURRICULAM VITAE

MOHAMMAD FAISAL

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School, Abu Dhabi, U.A.E.



OBJECTIVE

Seeking for a challenging experience where my knowledge, skills, and attitude can be honed for professional growth and public service. Where I can discover abilities to produce good results through better relationship. Organized and responsible individual with good communication skills and excellent command over drafting.

WORK EXPERIENCE

- **Operations Executive** at Square Base Consultancy Services, Mumbai from July 2020 to April 2024

Roles and Responsibilities

- Coordinating and streamlining company operations.
- Ensuring employee compliance and standards workflows set by management
- Creating workflow operations strategies.
- Gathering and comparing feedback between management and team members to improve workflow process.
- Liaising with various departments.
- Optimizing time and resource allocations for operations.
- Analyzing performance and presenting findings to management.

EDUCATION

- P.G. Diploma in Company Law, Banking & Insurance from Aligarh Muslim University, India in 2018 with First Division
- M.A. in Philosophy from Aligarh Muslim University, India in 2016 with First Division

- B.A. (Hons.) Major Philosophy & Minor Economics
from Aligarh Muslim University, India in 2014 with First Division
- Senior Secondary School (Class 12th)
from CBSE, India in 2011 with First
Division
- Secondary School (Class 10th)
from NIOS, India in 2009 with Second Division

SKILLS

- MS Office
- Computer Literacy
- Problem Solving
- Time Management
- Analytical Thinking
- Communication Skills
- Team Work

MISCELLANEOUS INFORMATION

DOB: 22-04-1994

Languages Known: English, Hindi, Urdu

Religion: Islam

Gender: Male

Citizenship: Indian

Passport No: P6639281

Place of Issue: Ghaziabad

CO-CURRICULAR ACTIVITIES

Reading Books

Traveling

Playing Games