



MUHAMMED HAZIB BABU

BUSINESS DEVELOPMENT EXECUTIVE &
JUNIOR ADMINISTRATIVE ACCOUNTANT

CONTACT

☎ 0565744178, +917736851373

✉ hazibbabu143@gmail.com

📍 Rashidhiya, Dubai

EDUCATION

2020-2023

MBA (MARKETING AND FINANCE)
72%

- Institute of Management and Technology, Punnapra

2016-2019

BBA | 57%

- KVM College of Arts and Science, Cherthala

2014-2016

HIGHER SECONDARY | 69%

- Al Huda English School, Neerkunnam

SKILLS

- Social Media Marketing
- Tally Prime
- Team Player
- Time Management
- Leadership
- Adaptability
- Inter Personal Skills
- Administration
- Customer Service

PROFILE

Dedicated & Experienced Junior Administrative Accountant, Management Trainee, Event Coordinator, Registration Manager, Team Manager with marketing internship experience. Strong leadership and communication skills, detail oriented and customer-focused. Dedicated, proactive, and passionate about delivering exceptional experiences and making meaningful contributions to organizations.

WORK EXPERIENCE

JUNIOR ADMINISTRATIVE ACCOUNTANT May 2023 - Dec 2023
HEALTHPARK MEDICAL CENTER, ALAPPUZHA

- Recording and processing of the day to day transactions of the daily revenue generated.
- Preparing the monthly salary statement and managing payroll and ensuring the bank transaction and payment are done on time.
- Maintain the task of sending invoices to clients and monitoring outstanding balances to ensure each account is paid on time and full.
- Coordinated and managed office operations, ensuring smooth workflow and efficient processes.
- Handled phone calls, emails, and inquiries, providing timely and effective communication.

MANAGEMENT TRAINEE APR 2022 - JUN 2022

ASIANET SATELLITE COMMUNICATION, ALAPPUZHA

- Assisted in the development and implementation of strategic plans to enhance broadband services.
- Conducted market research to identify emerging trends and provided insights for product improvement.
- Participated in client interactions, addressing concerns, and ensuring high customer satisfaction.

MARKETING INTERN 1 MONTH

BIGBAZAR, CENTRE SQUARE MALL, KOCHI

- Responsible for leading, motivating, and managing a team of employees to achieve business objectives.
- Establish clear goals and objectives for the team, aligned with the organization's overall strategy.
- Monitor the team's performance, providing feedback and coaching to help team members improve and achieve their goals.
- Ensure that the team's work meets quality standards and is completed efficiently and effectively.

COMPUTER PROFICIENCY

- MSOffice & Excel
- Basic Operation
- Internet & Email

PERSONAL DETAILS

Gender : Male
Date of Birth : 16-11-1998
Nationality : Indian
Marital Status : Single
Passport Number : T0907336

LANGUAGES KNOWN

- English
- Malayalm
- Hindi

PROJECTS

MBA PROJECT

Consumer Perception and Satisfaction Level Towards Telemedicine During Covid Pandemic

BBA PROJECT

Health and Safety Measures of Employees at Kerala State Coir Corporation Limited

EVENT COORDINATOR

2022

PROFESSIONAL STUDENT SUMMIT

- Communicating withclients to determine event goals and objectives, including budget, theme, and timeline.
- Coordinating with vendors, including caterers, florists, and photographers, to ensure all event elements are in place.
- Selecting and booking appropriate event venues,such as conference centers hotels, and banquet halls.
- Developing eventtimelines and schedules to ensure all aspects of the event run smoothly.
- Managing event staff, including volunteers, ushers, and security personnel.
- Overseeing eventsetup and teardown, including arranging tables, chairs, and decorations.
- Ensuring compliance with eventregulations,such as fire codes and

TEAM MANAGER

2022

INBL (INDIAN NATIONAL BASKETBALL LEAGUE)

- Responsible for leading, motivating, and managing a team of employees to achieve business objectives.
- Establish clear goals and objectives for the team, aligned with the organization's overall strategy
- Monitor the team's performance, providing feedback and coaching to help team members improve and achieve their goals.
- Ensure that the team's workmeets quality standards and is completed efficiently and effectively.
- Provide training and development opportunities for team members to enhance their skills and knowledge.

DECLARATION

I hereby declare that the above-mentioned information is true, and I bear the responsibility for the correctness of the above-mentioned particulars

MUHAMMED HAZIB BABU