

## CURRICULUM VITAE



### **MANSOOR MAHABOOB SAYED**

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#### **PROFESSIONAL SNAPSHOT:**

Forward-thinking, results-oriented, corporate professional and highly motivated individual with refined interpersonal and multitasking skills, is looking to join a progressive organization as an Office & Admin Manager / Executive Assistant / HR Specialist / PA to provide high-end administrative support to the C-level Management as well as Admin/HR Department. Having the right combination of relevant experience, communication skills, and high levels of the organization, I can handle complex issues using my knowledge and skills and am eager to build a safe and efficient working environment and carry out various responsibilities in functional areas.

#### **Skills and Competencies:**

Communication	Management	Leadership	Decision Making
Ethics	Social skills	Problem-Solving	Team Work
Learning	Critical thinking	Project Management	Emotional intelligence
Creativity	Technical Skills	Tally 9.2 and ERP 9	Conflict management
Organization	Customer Culture	Relationship Management	Training and Development

#### **PROFESSIONAL EXPERIENCE:**

**Apr 01 2022 – TILL NOW**

**ADMIN MANAGER**

**ECITY GENERAL TRADING LLC**

#### **JOB DESCRIPTION:**

- . Handling office tasks, such as filing, delivering mail, answering emails and phone calls, and data entry.
- . Making travel arrangements and preparing documents, presentation materials, and facilities for meetings.
- . Attends meetings and takes meeting notes.
- . Manage data in spreadsheets and reports.
- . Working with the accounting and management teams to set budgets, monitor spending, and process payrolls and other expenses.
- . Assist in filtering and forwarding communications to proper individuals and departments.
- . Maintain and order necessary office equipment and supplies as needed.

**Worked as an HR ASSISTANT at POWER MECH PROJECT LIMITED (EMIRATES STEELS) INTERN****Dec 10 2021 TO Mar 28-2022****HR ASSISTANT****POWER MECH PROJECTS****JOB DESCRIPTION:**

- . Assist and report to the HR Manager and Chief Executive Officer and act as an administrative assistant in the medical administration department.
- . Provide clerical and administrative support to Human resources executives.
- . Assist with day-to-day operations of the HR functions and duties.
- . Compile and update employee records (hard and soft copies)
- . Process documentation and prepare reports relating to personnel activities (staffing, recruitment, training, performance evaluations, etc.)
- . Coordinate HR projects (meetings, training, etc.) and take minutes
- . Deal with employee requests regarding human resources issues, rules, and regulations.
- . Assist in payroll preparation by providing relevant data (absences, bonuses, leaves, etc.)
- . Properly handle complaints and grievance procedures.
- . Coordinate communication with candidates and schedule interviews
- . Conduct initial orientation to newly hired employees.

**Aug 2016 TO Oct 2021****Cashing and Accounting Department****Reliance Retail Pvt Ltd-India****JOB DESCRIPTION:**

- . Managing and overseeing the daily operations of the accounting department.
- . Monitoring and analyzing accounting data and produce financial reports or statements.
- . Establishing and enforcing proper accounting methods, policies and principles.
- . Coordinate and complete annual audits provide recommendations.
- . Improve systems and procedures and initiate corrective actions.
- . Assign projects and direct staff to ensure compliance and accuracy.
- . Meet financial accounting objectives.
- . Establish and maintain fiscal files and records to document transactions.

**Sep 2014 TO Aug 2016****Customer Service Department****Big Bazaar –INDIA****JOB DESCRIPTION:**

- . Drives Sales through the engagement of customers and suggestive selling.
- . Provides outstanding Customer service.
- . Documents sales by creating or updating customer profile records for the loyalty program.
- . Manages financial transactions.
- . Processes payments by totaling purchases, processing checks, cash, and store or other credit and debit cards.
- . Alerts management of potential security issues.
- . Assists with inventory, including receiving and stocking merchandise.
- . Keeps clients informed by notifying them of preferred customer sales and future merchandise of potential interest.

**CORE COMPETENCIES:**

Retail Operations  
Team Management  
Cash Control

Customer Service  
Space Management

Relationship Management  
Commercial Activities

**EDUCATION:**

Intermediate from a Board of Intermediate –INDIA in the year 2011  
Secondary School Certificate (S.S.C) –INDIA in the year 2009

**ACHIEVEMENTS:**

Received the best employee of the month  
Received Best Head Cashier award for maintaining zero-tolerance cash.

**PERSONAL INFORMATION**

Father's Name	:	Allabakshu Syed
Date of Birth	:	11-16-93.
Marital Status	:	Single.
Nationality	:	Indian.
Languages Known	:	English, Hindi, and Telugu.
Address	:	Barsha Heights, Dubai.
Visa	:	Employment Visa

**DECLARATION:**

I, Mansoor M.S, at this moment, declare that the information given above is true to the best of my knowledge and brief.

**Mahaboob Mansoor Sayed**