



Mohammed Hussain V

Administrative Officer / Manager with Engineering background

CONTACTS



0971566974008



BUILDING NO; 3035,, FLAT NO ;401,
MUWELIH, SHARJAH



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PERSONAL DETAILS

- Date of Birth : 29-08-1991
- Father's Name : Komu Haji
- Gender : Male
- Nationality : Indian
- Religion : Islam
- Marital status : Married
- Passport Number : W7591330
- Driving Licence : Indian

SKILLS

TECHNICAL

- Managerial skills
- Academic skills
- Class scheduling
- Computer skills
- MS Excel
- Python programming
- SQL

SKILLS

SOFT

- Problem solving
- Leadership
- Adaptability
- Communication
- Flexibility & Planning
- Teamwork
- Drive for Results
- Quality Orientation

ABOUT ME

ENGINEERING GRADUATE HAVING TEN YEARS OF PROFESSIONAL EXPERIENCE IN MANAGING/ TRAINING/ ADMINISTRATIVE EXECUTIVE FIELDS IN VARIOUS REPUTED ORGANISATIONS,SEEKING A BETTER POSITION IN HIGHLY REPUTED ORGANIZATION.

WORK EXPERIENCE

BRANCH MANAGER, BHABHA INSTITUTE OF SCIENCE, Kottakkal, Malappuram, India 2023

- Overseeing daily operations: Ensuring that the day-to-day operations of the branch run smoothly. This includes managing staff, delegating tasks, and overseeing customer service.
- Managing employees: Responsible for hiring, training, and supervising employees. Also handle performance evaluations, salary reviews, and disciplinary actions.
- Setting goals and targets: Responsible for setting goals and targets for our branch, in line with the organization's overall strategy and objectives.
- Developing and implementing strategies: Responsible for developing and implementing strategies to increase admission, improve students feed back and streamline operations.
- Monitoring financial performance: Responsible for monitoring the financial performance of our branch, including revenue, expenses, and profitability.
- Maintaining customer relationships: Responsible for maintaining relationships with parents and ensuring that their needs are being met.
- Ensuring compliance: Responsible for ensuring that our branch complies with all relevant regulations and company policies. Reporting to Director : Responsible for reporting to senior management on the performance of our branch, and for providing recommendations for improvement

EDUCATION

2022

**Advanced certification program
in Automotive Diagnostics and
ECU Tuning**

Reynlab technologies, chennai

2010-2014

**Bachelor of Technology in
Automobile engineering**

University of Calicut

2007-2009

Plus Two- Biology SCIENCE

Kerala State Board

LANGUAGES

- English - Proficient
- Arabic - Intermediate
- Hindi - Beginner
- Malayalam - Native

SOCIAL



linkedin.com/in/moham
med-hussain-108810174/

INTERESTS

- Volunteering
- Travelling
- Reading
- Guidance

OTHER ACHIEVEMENTS

- Job consultancy
- Engine Decarbonizing center
- Driving school

Senior Instructor and Assistant Head of Department Automobile Engineering

Ma'din Polytechnic college, Malappuram, Kerala

From Jan 2017 - DEC 2022 - 6 years

- Conducting theory, practical classes and exams based on the syllabus on various subjects of Automobile engineering
- Assist the head to implement day-to-day operations of the department and ensuring that all activities are aligned with the institute's goals and objectives.
- Curriculum Development and Evaluation: Helping the head of department for ensuring that the department's curriculum meets the institute's standards and requirements, as well as keeping up with any changes in the field or industry and evaluate the effectiveness of courses and programs and make changes as needed.
- Student Advising: Help the head of department in advising students on academic matters such as course selection, career paths, and academic progress and also work with faculties to develop policies and procedures related to student advising.
- Faculty Management: Assist the head of department in hiring, evaluation, and promotion of faculty members and also provide mentoring and support to new faculty members.
- Research and Scholarly Activities: Work with head of department in engaging research and scholarly activities in field of Automobile and also encourage and support faculty members in their research pursuits.

TRADE INSTRUCTOR - MECHANIC MOTOR VEHICLE

Amina Industrial Training Institute, Tirur , Malappuram India -1

Year

- Giving training in Automotive Mechanic
- Evaluating trainee performance and take feedback

Service Advisor

AM HONDA DEALERSHIP, Malappuram, India

- Checking the vehicle complaints, writing job cards and give best service.
- Handling Customers for their satisfaction.

REFERENCES

Mr. Mujeeb Rahman

H.O.D - Automobile
Engineering,
Ma'din Polytechnic college
Malappuram
+919947822038

Mohammed Siraj

Head
Ma'din Technical Institutions
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