**Mohammed Waseem Ahmed Subhani**

**waseemsubhani145@gmail.com**

**9030832157, 8074744665**

**Objective:**

Intend to build a career with leading corporate of hi-tech environment with committed & dedicated people, which will help me to explore myself fully and realize my potential. I am willing to work as a key player in challenging & creative mindset and for my personal as well as corporate growth.

**Academic Profile:**

* M.B.A from Madurai Kamraj University , Hyderabad (2014)
* B. Com (Computers) from Nagarjuna Degree College, Hyderabad(2010)
* INTERMEDIATE from Royal Junior College, Hyderabad
* S. S. C from Sri Sai Ram High School, Hyderabad

**Computer Skills:**

* Diploma in Computer Application (MS-Office)
* Tally ( Accounting package)

**Work Experience:**

**Lead it India Pvt Ltd November 2017 to Till Now**

**Personal Executive Assistant to CEO**

**Destimoney Financial Director January 2014 to October 2017**

**Personal Assistant to Financial Director**

**Responsibilities:**

* Calendar management and getting control of appointments and meetings of VP and CEO.
* Updating the status of all workaround the director
* Event  management to the creation and development of large scale event such as festivals conference ceremony formal parties
* Booking and arranging travel, transport and accommodation and travelling along with boss whenever required
* Organizing events and conferences.
* Coordinating with the manager and scheduling appointments for interview coordinating with the admin team and account team venue arranged preparing and helping in drafting mail
* Arranging travel and accommodation for site meeting make domestic and foreign travel arrangements prepare and compile travel voucher maintain travel record.
* Coordinating with the vendors and responsible for raising purchase orders.
* Acting as a first point of contact: dealing with correspondence and phone calls
* Managing diaries and organizing meetings and appointments, often controlling access to the manager/executive
* Reminding the manager/executive of important tasks and deadlines
* Typing, compiling and preparing reports, presentations and correspondence
* Managing databases and filing systems
* Logistical management is a supply chain management component that is used to meet customer demand through the planning control and implementation
* Implementing and maintaining procedures/administrative systems
* Liaising with staff, suppliers and clients
* Collecting and filing expenses
* Miscellaneous tasks to support their manager, which will vary according to the sector and to the manager’s remit, eg completing some corporate governance reporting (to ensure that the business is being run properly and complying with legislation and regulations) or conducting research.

**Strengths:**

* Good Communication skills and hard working.
* Ability to work with a team as well as lead it.

**Hobbies:**

 Playing Cricket and Watching Movies

**Personal Profile:**

Name : Mohammed Waseem Ahmed Subhani

Father’s Name : M A AZIZ

Date of Birth : 29 -07 -1983

Permanent Address : D.No:8-3-234/99/2/A/1,L.N Nagar,

 Yousufguda,Hyderabad -500045

Nationality : Indian Muslim

Marital Status : Married

Languages Known : English, Hindi, Telugu and Urdu.