

Dr. Abdul Razak

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Career objective

With over 11+ years of experience in International Finance, Sales, Research, Teaching and managing a company, I'm packed with everything needed to work in progressive and most challenging environments.

Extremely organized with the ability to work independently, taking initiatives, demonstrating motivation and multi-tasking abilities required to meet the demanding deadlines, while maintaining high standards. I am highly reliable and focused on a strong exemplary management skills. I always strive hard to bring best out of me with a sense of satisfaction and continuous assimilation of knowledge while upgrading myself with the latest ideas and technologies.

I would like to enrich and impart my erudition in the academic and Industrial diaspora where I can exhibit myself and contribute to society at large. I am interested in utilizing my management and communication skills in a challenging team-oriented environment and contribute towards the overall growth of an organization to the best of my abilities.

Strengths: Good communicator and collaborator; extensive "C-suite" interaction and board room exposure with proven agility in ambiguous and challenging environments.

Specialized in Finance, Strategic Management, Entrepreneurship Development, Private Equity and Venture Capital

Work Experience

• Head of Operations of Citations Publishers Private Limited, Hyderabad – September 2017 to August 2020

Company : Citations Publishers Private Limited

Clients : **Starlight Capital Inc., Sequence Financial Specialists LLC and InvestAmerica (EB5 Visa)**
Al-Warqa Survey Engineering & Al-Warqa Survey Works LLC

Period : 7th September 2020 – 31st August 2020

Achievements : Organized conferences in the **USA, UAE, Japan, Italy, and Thailand**

- Organizing International Conferences all over the world and publishing Books, Journals in the areas of Management, Science & Technology.
- Formulating and executing the Financial, HR and Marketing Strategies of the firm for smoothing running of business in India and foreign Countries.
- Conducting Primary and Secondary Research on the early stage companies who are interested in raising funds and expand their business.
- Advising new businesses on formation of corporations and business structures, drafting privacy policies, IPR Filing, due diligence and structuring commercial transactions.

• Manager & Management Consultant for Starlight Capital Inc, USA and OMICS, Hyderabad – August 2015 to September 2017

Company : Starlight Capital Inc and OMICS Group

Department : International Sales and Finance

Team Size : **60+ Members** (2 Assistant Managers, 5 Team Leads, 50+ BDEs)

Transition 1 : Acquired and transitioned NYPEF (**New York Private Equity Forums**)

Transition 2 : Acquired and transitioned Allied Academies Journals and Conferences (USA Firm)

Transition 3 : Established Sales and Sponsorship team for 500+ Conferences

Period : 10th August 2015 – 7th September 2017

Achievements : Researched & Analyzed **300+** US-based early-stage companies and later-stage companies for initiating Funding for their businesses.

• Senior Research Fellow in the Department of Business Management, Osmania University – June 2012 to August 2015

Research Work: Research work is on Strategic Management tools i.e., Strategic Alliances, Franchising, Mergers & Acquisitions, E-tailing, Turnaround Strategy, Generic Strategies etc. **Subjects Handled:** Business Law and Environment, Strategic Management, Research for Marketing Decisions.

Faculty in **Central University of Karnataka**, – August 2013 to July 2014 **Subjects Handled:** Financial Management, Financial Accounting, International Business, Financial Inclusion, SAPM, International Financial Management, Investment Management, Business Law, Business Organization, Indian Economy and Business Environment.

• Process Developer for the Vendor Maintenance, P2P Department (US Process), Genpact India – November 2011 to May 2012

Company : Genpact

Department : Procurement to Pay (Walgreens Co.)

Sub Dept. : Accounts payable (Vendor maintenance)

Period : Pilot batch 30th November 2011- 31st May 2012

Applications used: Lawson AP, Lotus, Savvion, Mobius, Ms-Access & Ms-Excel.

- Creating new vendors and updating the existing vendor in the Database system.
- Checking the requests from Suppliers.
- Responsible for vendor verification in the system and vendor set-ups monitoring Vendor Maintenance GMB resolving all kinds of queries related to the vendors& payments.

• **Accounts Payables Executive** of IFSC, **First American India Pvt. Ltd**, Hyderabad – May 2010 to November 2011

Company : First American Corporation
Department : Financial service center
Transition of Process 1 : Invoice processing - Accounts Payable
Transition of Process 2 : Vendor Maintenance – Accounts Payable
Period : Pilot batch 3rd May 2010 – 23rd November 2011

Accounts Payable (Invoice Processing): *Applications used: Working on Oracle 11i Financials, E-payables, Emails, and MS Excel.*

- Capturing the data for PO & Non-PO Invoices from scanned invoices in E-payables and process the same in Oracle as per SOP's updated by Business Area for different regions.
- Tracking the invoices through e-payables application on priority basis like ANR, HIGH, MEDIUM, LOW, NONE. Creating the batches in Oracles by pay group wise.
- Analyzing of invoices in e-payables and processing them in Oracle 11i & capturing the invoices in e-payables for auditing of invoices.

Vendor Maintenance: *Applications used: Oracle 11i Financials, E-payables, FASS Notary, Vendor maintenance Mail Box, Tech Excel, Ms-Excel.*

- Creating new suppliers and supplier sites for new vendors in Oracle.
- Creating New suppliers data in Oracle for Simple suppliers, Notary CA, Contractors, employees, FASS Notary, Win track, Ariba, Distribution Setups, Banking setups, Government, customers, Refund, Intercompany, VMR, Spread sheet, etc.
- Updating Company code, Account code, cost center, Territory code and Product code for General Ledger in Oracle.
- Updating the Banking information for EFT and WIRE in Oracle by giving ABA number of the Bank and Account number of the Vendor.

• **Tax Associate Analyst** in the Taxation Dept.(US and Australian), **Deloitte Touché Tohmatsu** - February 2009 to July 2009

Company : Deloitte Touché Tohmatsu (US LLP)
Department : Taxation
Sub Dept. : US Individual Taxation and Australian Taxation
Period : 23rd February 2009 – 31st July 2009

- Worked in the process of e-delivery and Scheduling in preparation of Individual Tax Returns for US Clients.
- Worked in the process of preparation of Individual Tax Return and Corporate Tax of Australia Deloitte Private for Australian Clients.

• **Matching Analyst** Intern in the Shared Services Department, **Amazon** Development Centre – August 2008 to February 2009

Company : Amazon.com
Department : Shared services Department
Sub Dept. : Accounts payable (US, UK and, Italy processes)
Period : 18th August 2008 – 13th February 2009

- Worked in an Accounts payable department and processed Invoices.
- Worked in the US, UK and, Italy processes.

EDUCATION

• **Post-Doctoral Research Fellow Programme in Business Incubation & Entrepreneurship Development**

Awarded with ICSSR Post-Doctoral Fellowship for the year 2018-19 for conducting Post-Doctoral Research on “**Business Incubation and fostering Start-up Ecosystem in India – A Select Study on Government Initiatives of Start-up India and T-hub Scheme**” by Indian Council of Social Science Research (Ministry of Human Resource and Development), New Delhi.

• **Doctorate (PhD) in Strategic Management**

Awarded Doctorate in Business Management from Osmania University in compliance with UGC Regulations 2009 and pursued a Ph.D. from March 2011 to August 2015. Research is on “**Strategic Management tools for managers and decision-makers in the growth of an Organization- A select study**”.

• **PhD Course work**

Passed Pre PhD-course work in the area of Research Methodology and Strategic Management with 75.5% of marks in the year 2012 from the Department of Business Management, Osmania University, Hyderabad and Secured 3rd Rank in the class.

• **MBA in Finance**

Passed Master of Business Administration (Finance) from JITS, affiliated to JNTU, Hyderabad with 81.2% of Marks in the year 2008 and secured **First Rank** in the class.

• **BBM in Business Management**

Passed Bachelor of Business Management from Vivekananda Degree and P.G. College, affiliated to Kakatiya University, Warangal with 69.26% of Marks in the year 2006 and secured **University 9th Rank**.

• **Intermediate**

Passed Intermediate Education from Alphores Junior College, Karimnagar with 75.7% of marks in the year 2003 and specialized in Civics, Economics and Commerce.

• **SSC (Secondary School Certificate)**

Passed S.S.C. from St. Anthony's English Medium High School, Karimnagar with 71.5% of marks in the year 2001

Post-Graduate Diploma Courses

- Post-Graduate Diploma in **Cyber Law** from University College of Law, Osmania University, Hyderabad in the year 2013
- Post-Graduate Diploma in **Taxation and Insurance Laws** from University College of Law, Osmania University, Hyderabad in 2016
- Post-Graduate Diploma in **Intellectual Property Laws** from PG College of Law, Osmania University, Hyderabad in the year 2018

National Level & State Level Eligibility Test Certifications

- Qualified University Grants Commission –National Eligibility Test (**UGC-NET**) in the year 2013.
- Qualified University Grants Commission –National Eligibility Test (**UGC-NET**) in the year 2012.
- Qualified University Grants Commission and Andhra Pradesh –State Eligibility Test (**UGC & AP-SET**) in the year 2012.

International Professional Collaborations and Certifications

- Professional Collaboration on **Entrepreneurs and Investors** with NYPEF at Yale University Club, NYC, **USA**.
- **AP Domain Training Level 1 - Processor course** from the Financial Operations Networks Learning Center, **USA**

ACTIVITIES

- **Conferences/Seminars Organized:** International Conferences and Forums organized in the USA, UAE, Japan, Italy and Thailand.
- Established an Entrepreneurship Development Cell and Business Incubation Centre in Siddhartha Institute of Tech & Sciences.
- Editorial Board Member of International Journal of Contemporary Issues.
- Published a book titled “Strategic Management Tools – Texts and Cases”.
- Published 20 articles in Scopus Indexed Journals, UGC-Care Journals, ISSN, ISBN Books and Conference Proceedings.
- Participated and presented papers in 10 International Conferences and Seminars.
- Participated and presented papers in 22 National and State Level Conferences and Seminars.
- Participated in 18 workshops on Research Methodology, SPSS, R, E-Views etc.
- Participated in the 1 Refresher course and 4 Faculty Development Programmes.

AWARDS, ACHIEVEMENTS and SKILLS

- Participated in 195 National and International webinars on Business Management, Research and others.
- Awarded ICSSR Post-Doctoral Research Fellowship for pursuing Post-Doctoral Research Programme.
- Awarded UGC-MANF Junior Research Fellowship (JRF) and Senior Research Fellowship (SRF) for pursuing Ph.D degree.
- Received **Service Excellence** and **Team Excellence** awards in First American Corporation for stabilizing the Projects in India.
- Awarded Topper in MBA Degree.
- University 9th rank holder in B.B.M Degree and awarded Merit Scholarship for the 2 consecutive academic years.
- **Technical Skills:** MS-Office Advanced, Oracle Financials, Infusionsoft CRM, SPSS, R, E-views, Digital Marketing & COBOL.
- **Languages known:** English, Hindi, Urdu, Telugu and Tamil.

I hereby declared that the above information is true to the best of my knowledge.



Dr. ABDUL RAZAK

Date: 17th November, 2020

Place: Hyderabad, India