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| **Sai Prasanna A-3, Sector 19,Shabaj, Belapur,**  **Navi Mumbai 400 614** | **Mobile : 9594793929**  **Email: yunus.saima@gmail.com** |



**Yunus Shaikh**

**Objective** *Exploring World for Living a Better Life. Willing to learn new things. Want to become an Expert Administrator*.

**Experience** Currently working with **Chandok Auto Industries;** a distributor of Auto spare parts since Aug 2016 as **Branch Manager**.

## Job Profile – Email reading & reply. Proper filing of important documents. Replying to HO queries, Preparing Purchase orders, Invoice, Rejection of materials, letter drafting. Sales & Marketing with retailers, Transporters, Corporate clients, cold calling. Maintaining of Inventory, Stores.Visiting & calling customers for sales & payment collection over a large area; local & upcountry. Looking after office administration, correspondence, documentation, coordinating with branch offices pan Maharashtra. Sourcing market trends. Attendance of staff, preparation of final attendance, petty cash, Follow up with company reps & Sr. Managers for irregular supply of materials. Overall Branch handling etc.

Worked with **Krasny Marine Services Pvt. Ltd;** a Shipping Company into Refits & allied works of Coast Guard & Indian Navy Ships since Sept 2015 as **Sr. Office Executive - Commercial**.

## Job Profile – Email reading & reply. Proper filing of important documents. Replying to tender enquiries, reading tenders, marking & sending technical queries, sending queries to respective vendors, follow up. Filling of tenders, preparing of technical & financial documents, and proper dispatch of tenders. Preparing work orders, purchase orders, Invoice, letter drafting. Looking after office administration, correspondence, documentation, coordinating with branch offices pan India. Attendance of workers & staff, preparation of final attendance, petty cash, vehicle maintenance etc.

Worked with **GN Resound**, an MNC, based in Denmark dealing in Hearing Instruments since Jan 2013 to Aug 2014 as **Sr. Executive Customer Support**.

## Job Profile – Counseling dealers & patients about our products. Helping out dealers about their sales orders, dispatch and repair. Sending reports of their business account i.e. statements, dispatch schedule, O/s payments offering full support to the customers & coordinating with Sales persons, Lab, Repair, Service, Accounts, Marketing depts. Etc.

Worked with I**BSAR** **(Institute of Business Studies & Research)** leading Institute imparting MBA education as **Administration Manager**. Since Oct 2006 to Dec 2012.

## Job Profile – Counseling students from all over India to enroll them in the institute’s MBA Course personally and over mobile, handling the admission procedure, co-ordination with faculty and admin staff for conducting GD/PI, arranging logistics, induction ceremony, arranging the batch & classroom, conducting exams, Co-ordination with University, also in charge of MDPs, FDPs, Orientation, Organizing Events, Printing of Banner and Stationery, Administration etc.

# On Field- Study tours, industrial visits, arranging budgeting, ticketing, logistics & traveling nationwide tours for admission interviews, arranging & organizing presentations, attending education fairs.

Worked with **M/s. GREEN** **LANDS** (Landscape & Civil Contractors) as

**Sr. Manager** **(Administration)** Since March 1999 to Feb 2006.

### Job Profile – Drafting Letters, Quotations, Reminders, Vouchers & Labor Payment Statement, Inward & Outwards, Costing for Govt; Semi Govt. , & Private Organizations Tenders, Filing of Documents, Vouchers, and Letters etc. Watch on Maintenance of office equipments & premises.

**On Field –** Sales & Marketing Handling & Managing all aspects of Banking Work, Collecting payments from clients, Arranging materials & workforce for sites, Supervision & Laborers Payment on respective sites. Attending opening of tenders, negotiations & follow up. Meetings with Architects. Assisting Chartered Accountant in Auditing & Income Tax matters. Handling of operations at different locations in Goa, Ratnagiri, and Pune.

3 Yrs Experience as **Marketing Executive** for **Aishwarya Publications Pvt. Ltd (“The Access” News Paper Publisher)** at Chembur,

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**In house –** Coordinating Sales Department & Internal Documentation.

**On Field –**  Marketing of News Paper, Space selling.

5 Years experience as a **Marketing & Purchase Officer** at **Gujral Diesel Spares Pvt. Ltd**., Turbhe, Navi Mumbai.

**Job Profile –**

Preparing & maintenance of Purchase Requisition, Purchase Orders & Stock Records, Marketing of “U” Bolt

**Education** ▪ S.S.C. from Maharashtra State Board secured with Second Class.

▪ H.S.C. from Maharashtra State Board secured with Second Class.

▪ B.Com. from Mumbai university secured with Second Class.

**Languages Known** ▪ **English, Hindi, Marathi, and Gujarati**

**Birth Date** ▪ January 8, 1969

**Marital Status** ▪ Married

**The Individual**  ▪ Good contacts & experience in industry. Excellent presentation & great communication in both writing & verbal. Excellent relationship building & negotiation skills. Ability to work independently, demonstrated leadership and professionalism. Proven ability and desire to pursue new business.