**Mohammed Afzal Gani**

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**Personal Summary**

An astute professional with **12 years** in entire Office Management, Client Relationship Management and Team Management. Currently associated with **Development Styles Corp (Riyadh, Saudi Arabia)** as **Executive Assistant cum Secretary & office Administrator**. Fulfilled all executive assistant duties for four top executives in an international firm. Managed complex calendars, facilitated communication and logistics.

Supported executives with project support, data tracking, and administrative tasks. Frequently commended for quick-thinking and resourcefulness. Possess strong communication, analytical, analysis and negotiation skills.

**Area Of Expertise**

* **Tally 9.0**
* **MS Office (Excel, Word, Ms PowerPoint, etc)**
* **AutoCAD**
* **Outlook**
* **Open office**

**CAREER HISTORY**

**Executive Assistant cum Secretary & office Administrator Nov 2015 – Present**

**Development Styles Corp (Riyadh, Saudi Arabia)**

* Handing the complete office with all documentation work.
* Supporting tasks and activities to the CEO for achieving target and company goals.
* Organize, Communicate and coordinate the new projects ideas and proposals.
* Manage and Schedule national and international events for CEO.
* Manage special recruitment for the Key positions, based on the requirement from CEO.
* Manage, Schedule and Organize day to day activities in the CEO office.
* Manage, Schedule, and Gather required information in the CEO Office.

**Account Assistant Jan 2014 – April 2015**

**Karvy Stock Broking Pvt Ltd, India**

* Working with spreadsheets, [sales and purchase ledgers](http://www.totaljobs.com/careers-advice/job-profile/finance-jobs/purchase-ledger-clerk-job-description) and journals.
* Preparing statutory accounts.
* Calculating and checking to make sure payments, amounts and records are correct.
* Sorting out incoming and outgoing daily post and answering any queries.
* Managing petty cash transactions.
* Controlling credit and chasing debt.
* Reconciling finance accounts and direct debits.

**Sr Research Analyst Aug 2011 – Nov 2013**

**Maxval Technologies, India**

* Participated in interaction with US clients for updating work progress, discussing issues regarding data base, suggestions and management, error handling
* Administered process in converting raw data in to processed information and updating the database.
* Provided support for development of project, process flow and training of team.
* Managed project by providing regular solutions and team handling.
* Created project cycle process related documents, Quality report and Log report of the team.
* Acknowledged as the best candidate for planning and development of project cycle. Used research skills for the process and development of Xceligent data base.

**Accountant Assistant Nov 2010 – June 2011**

**Nj Finance Pvt Ltd, India**

* Documents financial transactions by entering account information Substantiates financial transactions by auditing documents.
* Secures financial information by completing data base backups.
* Serves as the direct link between the advertising agency and the existing client, managing day-to-day affairs and ensuring customer satisfaction.
* Accountancy for the measurement, disclosure or provision of assurance about financial information that helps managers, investors, tax authorities and others make decisions about allocating resources.
* Summarizes current financial status by collecting information; preparing balance sheet, profit and loss statement, and other reports.

**KEY COMPETENCIES**

* Strong communication, interpersonal, and presentation skills.
* Proficient in MS Word, Tally And Excel
* Exemplary problem-solving skills; able to identify problems and implement corrective processes

**ACADEMIC QUALIFICATIONS**

* B.com From Mumbai University, India 2011
* HSC From Mumbai University, India 2007
* SSC From Mumbai University, India2005

**REFERENCES**

* Date of Birth : 14th April 1988
* Marital Status : married
* Nationality : Indian
* Religion : Islam
* Language Known : English / Arabic/ Can Speak Urdu / Tamil.
* Passport No. : L3612018

(Mohammed Afzal)