






Mohammed Afzal Gani

Executive Assistant

-  Riyadh, Saudi Arabia
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Languages

- English
- Arabic
- Hindi
- Urdu
- Tamil

Hard Skill

Google Analytics 360
MS Office (Excel, Word,
Ms PowerPoint, etc)
Outlook
Tally 9.0

Skill Highlights

Project management
C-Level Relationships
Office Management
Scheduling
Business support
Executive Support
Document editing
Business Correspondence

Executive 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.

Work. experience

Executive Assistant

Nov 2015 – Present

Development Styles Corp (Riyadh, Saudi Arabia)

- Handling 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 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.

Hardware

Printer
Desktop
Telephone

References

Date of Birth : 14th April 1988
Marital Status : married
Nationality : Indian
Religion : Islam
Passport No. : L3612018

View Online CV

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<https://my.cvonline.me/@698bfgvn>

Accountant Assistant Nj Finance Pvt Ltd, India

Nov 2010 – June 2011

- 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.

Academic background

2011 – Bachelor's Degree in Accounting and Economics - Mumbai University

2007 – HSC From Mumbai University, India

2005 – SSC From Mumbai University, India

Accomplishments

- Provided exceptional support to managers and co-workers, increasing the overall efficiency of the office by 30%.
- Trained 15 newly hired staff members.
- Provided backup support to other departments, which was highly admired by the General Manager.

Note: I hereby declare that all the information given above is true and correct to the best of my knowledge.