

SAJJAD RAHIM FODKAR

Dammam- KSA - 32210

Eastern Province, Postal Code-31971, Kingdom of Saudi Arabia.

E- mail: khansazad6@gmail.com

Contact no.: +966 597526502

Role: Administrative Assistant / Document Controller / Office Staff/IT Administrator.

PROFESSIONAL SUMMARY:

Flexible Network Engineer with exceptional insight when troubleshooting routers, switches, and firewalls. Motivated employee with expertise supporting selection and purchase of hardware and software components. Ready for new position involving disaster recovery planning for IT environment, management and problem-solving skills.

- ✓ Total 3 years of rich experience as a IT Developer in an Engineering sector, good with the sales and service After Market for the dealer.
- ✓ Troubleshooting the technical enquiries, identifying the claims in a professional manner with Homologation
(To approve or confirm officially) study.
- ✓ Proficient user of Microsoft Excel and Microsoft Word.
- ✓ Adhering to timely delivery as per prescribed process by ensuring availability of parts, trained manpower and with proper estimation of cost and time frame.
- ✓ Assisting in modernization, latest development, and technology to dealer stake holder to improve processes, time effectiveness and customer experience.
- ✓ Good command over English Language and an effective communicator both written and oral.

Educational Qualifications:

Bachelor of Science (2017-2019)

Mumbai University, India

Employment History:

Worked as Document Controller - (Part of the team)

Creating, implementing, changing, and maintaining all documents pertaining to the Quality Business Management System, according to the rules and regulations.

Trained all new employees in the standard operating procedures of the ISO system.

Certified to perform internal audits on the implemented Quality Business Management System

Report writing, records scanning, imaging processes, quality assurance for case review sheets.

Prepared various documents for the Project Engineer/team.

Verified data gathered, such as matching supplier invoices against file copies.

Responsible for all Document Control Activities for the Project Team.

Worked as IT Administrator (Helpdesk Support)- (Part of the team)

PAWASKAR ENGINEER WORKS - Mumbai India-

Key accomplishments:

Ensured efficient daily office functions, supporting a team of [10] senior staff.

Enabled smooth running of department by constantly monitoring supplies and promptly ordering low-stock levels.

Built high-performing spreadsheets using advanced Excel functions and calculations.

Liaised with non-customer and customer-facing teams to handle complex enquiries with 100 % success. Coordinated content for company website and social media channels.

Built skills in Adobe Creative Cloud to develop marketing content.

Supported staff with administrative needs for photocopying, faxing and filing. Updated department organizational charts for HR planning.

Guaranteed accurate, compliant admin and reporting processes, resulting in outstanding audit results.

Customer Services Officer

(HDB Financial Services Limited)

Processing applications and data entry

Handover of Documents to the High commission and/or its Consulates.

Handover of Document to Courier/Applicants

Scanning and uploading of documentation

Handling customer queries in person, by email and on the telephone
Tracking of email/Inquiry

Preparing reports for day-to-day transactions

General administration duties

Collection and scrutiny of Documents from the Application Centre

Worked as Designer, Developer, Tester.

Online Bakery Management System - Mumbai, India.



Played a stellar role in organizing service camps in nearby locations to increase customer satisfaction levels.



Actively contributing towards the development of the standards, processes and procedures in automotive after-sales business, wholesale, and retail procedures.

Worked as Designer, Developer, Tester.

Front-End: Visual Basic 6.0

Back-End: SQL Server 2011

Team Size: 3

Duration: 8 months

Professional skills:

- **SQL server 2011:**
 - **Ricardo Wave:**
 - **Schedule management**
 - **Hardware maintenance**
 - **SharePoint**
 - **Network administration.**
-

PERSONAL DETAILS

Date of Birth: 21th October 1994

Nationality: Indian

Religion: Islam

Marital Status: Single

Languages Known: English, Hindi, Marathi, and Urdu

Declaration

 I hereby affirm that the information in this document is accurate and true to the best of my knowledge.

Signature.....



University of Mumbai

मुंबई विद्यापीठ

We,

the Chancellor, the Vice Chancellor
and
Members of the Management Council
confer the Degree of
BACHELOR OF SCIENCE
(Information Technology)

on

FODKAR MOHAMMAD SAJJAD RAHIM SHAMIM
of Jeevan Jyot Educational Charitable Trust Reena Mehta College of
Science, Commerce & Management Studies
in the 'C' Grade
for the examination held in MAY 2019
at the Convocation
held on 26th November, 2019.



19-BSIG-19M-0601-03042733

Suhas Pednekar

Prof. Suhas Pednekar | प्रा. सुहास पेडणेकर
Vice Chancellor | कुलगुरु

आम्ही,

कुलपती, कुलगुरु
आणि
व्यवस्थापन परिषदेचे सदस्य
विज्ञान स्नातक
(माहिती तंत्रविद्या)

ही पदवी

फोडकर मोहम्मद सज्जाद रहिम शमीम

जीवन ज्योत एज्युकेशन चॅरिटेबल ट्रस्टचे रिना मेहेता कॉलेज ऑफ सायन्स, कॉमर्स अँड
मॅनेजमेंट स्टडीज

यांना

मे २०१९ मधील परीक्षेत

'सी' श्रेणीत उत्तीर्ण झाल्याबद्दल

२६ नोव्हेंबर, २०१९ च्या

दीक्षान्त समारंभात प्रदान करित आहोत.



1318436



HDB Financial Services Limited
2nd Floor, Wilson House,
Old Nagardas Road,
Near Amboli Subway,
Andheri (East), Mumbai – 400069.
Tel. : 022 - 6250 9000
Email : hdb.hrcompliance@hdbfs.com
Web : www.hdbfs.com
CIN - U65993GJ2007PLC051028

Ref:HDBFS/HRD/RL/124848

April 06, 2019

Emp No. : HF050676
Name : Sajjad Rahim Fodkar
Vertical : Collection Services
City : Mumbai
Branch : Mira Road

Dear Sajjad,

Re : Relieving Letter cum Certificate of Employment

This is to inform you that your resignation from the services of the Company has been accepted. You have been relieved from your current role as **Customer/Sales Service Representative** with effect from the close of business hours on **March 03, 2018**.

We further confirm that you were employed with the Company from **January 07, 2018** to **March 03, 2019**.

We wish you the very best in your future endeavors.

Yours sincerely,

for **HDB Financial Services Limited**



Ashish Ghatnekar
Head - Human Resources & Operations



GLOBAL EQUIPMENTS

Global Equipment's

Kaab Sayyed
Project Manager

+919004716159

info@global-equipments.in

Date-22-01-2024

This letter is to certify that **Sajjad Rahim Fodkar** has worked in our organization as Document Controller & Office Staff. He had started working here on dated 2019 and worked till dated (2023). He had served the company for about 2 and above year.

Until the day he joined, he had been quite responsible. To date, he has accumulated a diverse set of talents and job experiences. His mind-blowing abilities include: Teamwork, Managerial Skills and Analytical Skills. Aside from his love and dedication, he had always been a decent and kind man who kept good relationships with everyone. We are really fortunate to have such a giving individual among us.

We wish him all the luck for his future endeavors.

