

MOHD ALTAMASH

+971545378474

ABU DHABI UAE

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OBJECTIVE

To move in a complete new geographical area is to enhance my knowledge and expertise. Working in UAE would help me to grow mentally and financially as well.

PROFESSIONAL SUMMARY

Multi-Tasking Senior Executive knowledgeable about operations and personnel management. Successful at stepping into diverse positions and making immediate positive contributions. Focused on optimizing operations and motivating employees while establishing market dominance.

SKILLS & ABILITIES

- Business Planning / Business Administration (Multi Task)
- MS Office
- Making Situational Decision (in Given Time)
- Communication Skills
- Management & Leadership

WORK HISTORY

INSPECTHOA | INDIA

Order Processing Analyst

06/2022 to 12/2022

- InspectHOA is a US based company, deals in Real estate transaction in USA. My work was to make sure that these transactions remain smooth providing with all necessary documents required for the closing.
- Gained strong leadership skills by managing projects from start to finish.
- Resolved problems, improved operations and provided exceptional service.
- Used critical thinking to break down problems, evaluate solutions and make decisions.

MAC INVESTMENT & TAX CONSULTANTS | INDIA

Senior Executive

09/2019 to 01/2022

- MAC Investment & Tax Consultants is a private office in Noida My work was to handle day to day tasks, to manage and advise accordingly
- Clarified roles, responsibilities and expectations of staff.
- Streamlined operations to maximize business efficiency and profits.
- Collaborated with senior management to develop strategic initiatives and long-term goals.

AKN & ASSOCIATES | INDIA

Office Executive

08/2018 to 08/2019

- AKN & Associates is a private CA firm in Gurugram. My work here was to ensure smooth and timely working of daily tasks.
- Answered phone calls and directed inquiries to appropriate staff members.
- Prepared letters, memos, faxes, forms and interagency communication.
- Created reports for senior management and presented results during meetings.
- Maintained client files and spreadsheets with office management software.
- Maintained computer and physical filing systems.

EDUCATION

IELTS | INDIA

Overall Band Score: 7.0

02/2022

IIBM Institute of Business Management | INDIA

MBA | Human Resource Management & Hospitality Management 09/2020

PERSONAL PROFILE

- **Gender:** Male
- **Marital Status:** Single
- **Date of Birth:** 06/11/1997
- **Nationality:** Indian
- **Languages known:** English, Hindi & Urdu
- **Complete Address:** 1003, 10th Floor, OLD Eldorado Cinema Building, Electra Street, Abu Dhabi, UA

Regards

MOHD ALTAMASH