

CURRICULUM VITAE



Reach me: Man pasand Apartment
Room no 104 Mohite Colony Kolhapur

Contact me: 7385260778

8669785604

Connect me: sayyedmuju786@gmail.com

MUZAMMIL SAYYED

AN OVERVIEW

Objectives & Aim:

To work in an environment that will challenge me further; while allowing me to contribute to the continued growth and success of the organization. Obtain a position that will provide me the ability to apply my eighteen years of ironic experience. Look forward to working with a company that promotes quality products and services and provides me with the opportunity to meet and exceed assigned company goals..

- ☉ Excellent relationship management, analytical & communication skills.

HIGHLIGHTS

• Organizational Growth	• Key Client Relations
• Operational Streamlining	• Production Optimization

KEY COMPETENCIES

- 1) Excellent interpersonal skills with the ability to work with people at all levels.
- 2) Excellent writing, presentation and analytical skills.
- 3) High integrity, dynamic and proactive.
- 4) Excellent Communication Skills.
- 5) Effectively Communicate and Solve Customer Issues

SKILLS

Good at communication, Ability to deal with any kind of Environment, Friendly in Nature, Very Patience and cool in nature, Ability to work in team, Quick learner.

PROFESSIONAL QUALIFICATIONS SUMMARY:

- 1) Proficiency in the use of Microsoft Office applications (i.e. MS excel, MS word, MS PowerPoint and Outlook).
- 2) Concise analytical skills in spread sheets and their use in relating business cases for optimizing decisions.
- 3) Use of different templates in populating customized report such as appraisal reports, evaluating value for money decisions and other tailored reports.

OPERATING SYSTEMS :

Windows 9x/2000/XP/Vista/Windows7, 8

SOFTWARE KNOWLEDGE:

MS world, MS excel, Power point,

QUALITY ASSURANCE:

Maintain quality standards for incoming materials, in-process and final components. Adhere to quality standards, norms & identifying gaps.

Drive efforts for planning and implementing projects for improving process efficiency and Controlling costs and wastage in the organization.

OPERATIONS MANAGEMENT:

Manage production line for achieving the periodic production targets.

Prepare manuals & work instructions for production operations for the unit and maintaining MIS/ reports for facilitating decision making by the management during mgt. review meetings.

Impart continuous on job training to the workforce for enhancing their productivity & operational efficiencies through knowledge enhancement / skill building.

EDUCATION

⇒ 2020-2023 : Bachelor's in Banking and Insurance. (M. K. College Kaylan Maharashtra India)

⇒ 2018-2020 : HSC Dr.D.Y. Patil Jr College, Kolhapur Maharashtra India)

⇒ 2017-2018 : SSC in Karun Sadan English Medium School (Convent) Dodamarag Maharashtra India

COMPUTER COMPETENCY

⇒ Well versed with the MS Office, Completed MS-CIT with 83%, and Internet applications.

EXTRA CURRICULAR ACTIVITIES:

- 1) Playing chess, cricket
 - 2) Playing basketball & Kabaddi
 - 3) Reading books, writing, drawing
 - 4) Traveling and meeting new people
 - 5) Swimming
 - 6) Hardworking
 - 7) Positive
 - 8) Problem Solving Attitude
 - 9) Critical Thinker
 - 10) Growth Mind-set
-

PERSONAL DETAILS

Name: Muzammil mashood Sayyed

Gender : male

Date of Birth : 04/05/2003

Marital Status : Single

Nationality : Indian

Language known : English, Hindi, Urdu, & Marathi

DATE:

Kolhapur Maharashtra

(MUZAMMIL SAYYED)