



Ashikh Mohammed

Email:
ashik.mailbox@gmail.com

Contact. No
+973-33459449
+973-38970116

Permanent Address:
Soufi Vilasam
Near Panchayath Office
Pathanapuram
Kollam
India

Present Address:
Flat No 11
BLDG No 2394
Road No 1146
Block 0711
Tubli
Kingdom Of Bahrain

Personal Data:
Gender : Male
Nationality : Indian
Marital Status : Married
DOB : 25.05.1988

Languages known
English, Hindi, Malayalam,
Tamil and Arabic.

Hobbies
Playing Cricket
Listening to Music
Watching Movies
Playing Video Games

Curriculum Vitae

Career Objective

To grab an opportunity in a growing organization that suits my knowledge and expertise and be a continuous learner thereby contributing consistently the best of my potential to the success and prosperity of the organization.

Educational Data

Course	Name of the Institution	University	Year of Passing
B.B.A	U.I.T Mulamkadakom, Kollam	Kerala University	2008
Higher Secondary	St. Stephens Higher Secondary School, Pathanapuram	Kerala University	2005
Tenth	GOVT VHSS Kulakkada	Kerala University	2003

Work Experience

1. Working with *M/s Safayer Contracting Bahrain* As Office Manager and *Safayer Auto Body Works Bahrain* As Manager from 2015 to Up to Date

- Activity and resource planning
- Organizing project team
- Controlling time management
- Compare and evaluate offers from suppliers
- Negotiate contract terms of agreement and pricing
- Track orders and ensure timely delivery
- Review quality of purchased products
- Maintain updated records of purchased products, delivery information and invoices
- Prepare reports on purchases, including cost analyses
- Monitor stock levels and place orders as needed
- Cost estimating and developing the budget
- Ensuring customer satisfaction
- Analyzing and managing project risk
- Monitoring progress
- Managing reports and necessary documentation
- Marketing
- Insurance coordination & Follow-up
- Preparing work schedules and allocating employees.
- Accident vehicles survey and estimation.
- Co-ordination of purchasing materials.
- Accounting
- Performs collection activities as required.
- Processes mail.
- Prepares new employee files.
- Effectively maintains and retains existing customers by building long-term relationship

2. Working with M/s Safayer Garage, Bahrain As Garage Manager from 2013 to 2015

- Marketing
- Insurance coordination & Follow-up
- Preparing work schedules and allocating employees.
- Accident vehicles survey and estimation.
- Co-ordination of purchasing materials.
- Accounting
- Performs collection activities as required.
- Processes mail.
- Prepares new employee files.
- Effectively maintains and retains existing customers by building long-term relationship

3. Worked with M/s Mohammed Al Mannai Properties , Bahrain As Property Manager from 2010 to 2013

- Finding Tenants
- Screening Tenants
- Handling Leases
- Handling Complaints/Emergencies
- Handling Move Outs:
- Property Maintenance:
- Managing Budget:
- Maintaining Records

Computer Knowledge

- Microsoft Office
- Auto Cad
- Micro station
- Photoshop

Strengths

- Ability to manage any situation
- Material planning and forecast
- A Good Team Player
- Hardworking
- Effective Communicator
- Good Listener
- Optimistic

Passport/Visa Details

- Passport Number : S3042974
- Date of Issue : 15.04.2018
- Date of Expiry : 14.04.2028

Driving License Details

- Valid **Indian** License
- Valid **Kingdom of Bahrain** License

D E C L A R A T I O N

I hereby declare that the above furnished details are true to the best of my knowledge and belief and that I have neither concealed nor distorted any facts in this regard.

Ashikh Mohammed