

RESUME

Syed Riyaz Ahmed
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CAREER OBJECTIVE: -

Looking forward for a challenging career in an esteemed organization and to apply my knowledge and be a part of a team that dynamically works for the growth and development of the organization.

EDUCATIONAL QUALIFICATION: -

- ❖ Intermediate (CEC) from MS Junior College, Hyderabad.
- ❖ B. Com (Computers) from Mumtaz Degree College, Hyderabad.
- ❖ Master of Business Administration (MBA-FINANCE) from Institute of Management Studies P.G Center (OU), Ibrahimpatnam.

TECHINICAL SKILLS: -

Operating System: Windows 2000, Vista, XP, Windows 7, 8, 10 Professional MS Word, MS Excel, MS Power Point and Good Troubleshooting Skills.

Typing Speed: 35 Wpm

WORK EXPERIENCE: -

Tour Management (Domestic and International): Dubai, Thailand, from 2016.

Nest Softech India Private Limited (NTC) as a Process Associate from 8th June-2015 to 28th Feb-2016.

Events worked as a freelancer with various companies in Hyderabad. (2010-2014)

DESCRIPTION: -

Search real estate records, examine titles, or summarize pertinent legal or insurance documents or details for a variety of purposes. May compile lists of mortgages, contracts, and other instruments pertaining to titles by searching

public records for law firms, real estate agencies, or title insurance companies. **(USA BASED)**

Experiences: Rachnoutsav Events Pvt. Ltd; Cox & Kings; Aakarshana Events... as Operations & Production Executive as a Freelancer.

Description: -

- ❖ Tour operating
- ❖ Planning and organizing Tour, production schedules
- ❖ Liaison between clients – company – vendor
- ❖ Determining quality standards
- ❖ Overseeing Tour processes
- ❖ Re-negotiating timescales or schedules as necessary
- ❖ Supervising the work of junior staff.

PERSONAL STRENGTHS: -

- ❖ Good Communication Skills
- ❖ I am a good team player and individual performer, motivate others and have the art of getting things done.
- ❖ Sincere, Honest & Quick learner with good grasping power.
- ❖ Hardworking take responsibilities & challenges.
- ❖ Good Attitude and Willingness to learn New Technologies.
- ❖ Ability to be Flexible and work analytically in a problem-solving Environment.
- ❖ Good Presentation Skills.

HOBBIES: -

- ❖ Travelling
- ❖ Socializing
- ❖ Swimming

PERSONAL PROFILE: -

Name : Syed Riyaz Ahmed

Father's Name : Syed Farooq Ahmed

Date of Birth : August 19th, 1989

Gender : Male

Marital Status : Married

Religion : Islam

Nationality : Indian

Languages Known : English, Urdu & Hindi

DECLARATION

I hereby declare that the above-mentioned information is correct to the best of my knowledge and belief.

Date:

Place: Hyderabad

(Syed Riyaz Ahmed)