

Mohammed Khizar

School Admin

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Career Objective:

A proactive, well-organized and well-experience individual, looking for a position of a school administrative officer. Offering a keen sense of time management and well-honed skills in operations management.

Personal Strength:

Hard working, punctuality, patience, Good listener, Friendly, confidential, transparency and Excellent with children are the few qualities, which constitute my profile as a deserving candidate.



Education & Certificates

- **MBA** (Dr. B.A.M.U. Aurangabad) - 2010
- **Master of Commerce** (Dr. B.A.M.U. Aurangabad) – 2006
- **Certificate in Tally 5.4** – 2004
- **Bachelor of Commerce** (Dr. B.A.M.U. Aurangabad) - 2003
- **Advance Diploma in Computer Hardware & Networking** (Cyber Technology Institute, Aurangabad) - 2002



Additional Courses

- **Diploma in Computer Application** (Digi Tec Computer Solution, Aurangabad) - 1999
- **Certificate in Typing (English)** (40 wpm) - 1998



Hobbies - Playing Football & Cricket

Languages proficiency – English, Hindi, Urdu, Arabic & Marathi

Work History:

Admin & PA to Principal ➤ Greenland Global School & Junior College, Gangapur,

Aurangabad.

May 2021 - Present

- Maintain principal's schedule for appointments and meetings and assist in prioritizing activities.
- Perform administrative duties such as filing photocopying, maintain records and files.
- Arranging interviews. Organizing various committees of schools, arranging various department meetings etc.
- Maintaining and taking care of transport department, maintenance of school etc.
- Allotting duties of non-teaching staff and maintain their records.
- Doing correspondence with government education department, attending meetings and maintaining the records.

Administration Manager ➤ The Jain International School, Aurangabad - February 2021 to April 2021

- Maintain principal's schedule for appointments and meetings and assist in prioritizing activities.
- Perform administrative duties such as filing photocopying, maintain records and files.
- Arranging interviews. Organizing various committees of schools, arranging various department meetings etc.
- Maintaining and taking care of transport department, maintenance of school etc.
- Allotting duties of non-teaching staff and maintain their records.
- Doing correspondence with government education department, attending meetings and maintaining the records.

Admin & HR Head ➤ HAP international School, Aurangabad - July 2019 to January 2021

- Maintain principal's schedule for appointments and meetings and assist in prioritizing activities.
- Perform administrative duties such as filing photocopying, maintain records and files.
- Arranging interviews. Organizing various committees of schools, arranging various department meetings etc.
- Maintaining and taking care of transport department, maintenance of school etc.
- Allotting duties of non-teaching staff and maintain their records.
- Doing correspondence with government education department, attending meetings and maintaining the records.

Administration Officer ➤ Kids IT World School Aurangabad - June 2018 to May 2019

- Maintain principal's schedule for appointments and meetings and assist in prioritizing activities.
- Perform administrative duties such as filing photocopying, maintain records and files.
- Arranging interviews. Organizing various committees of schools, arranging various department meetings etc.
- Maintaining and taking care of transport department, maintenance of school etc.
- Allotting duties of non-teaching staff and maintain their records.
- Doing correspondence with government education department, attending meetings and maintaining the records.

Administration Officer ➤ Indus World School Aurangabad - Nov. 2014 to April 2018

- Assisting Principal in Administering.
- Handling Transportation.
- Maintenance work of school.

- Directing and supervising school Activities.
- Supervising and guiding non-teaching staff.
- Operating House-keeping, gardening and security of the school.

Purchase operator ► Saudi Binladen Jeddah, Saudi Arabia. - December 2011 to January 2013

- Sent Request for quotation for New Assignments.
- Sent Request for discount to suppliers
- Co-ordinate with Supplier for Delivery of material
- Resolve the complains from projects & Suppliers
- Check Mails Run Report & Co-ordinate with project managers, Admin and, Accounts
- Further Requirement from Manager & from projects

Branch Operator & Customer Service ► HDFC S.L.I.C Pune - February 2008 to October 2010

- To scrutinized the New Proposal Forms
- Handle Cash Counter and Accounts, Petty Cash
- Solve the Customer Problem and Back Office
- Check Mail H Report Co-ordinate with Head Office, Admin and, Expenses Management
- Further requirement from Manager

Administrative Coordinator ► INDIA TOURISM, Aurangabad. - February 2007 to January 2008

- Duties entrusted to me in Office Administration Department, Accounts Operations and customer service.

Sales Executive ► HBL GLOBAL PVT.LTD. Aurangabad - January 2005 to December 2006

- Primarily sourcing business for all.
- Discussions with the prospective clients on their business profile and financials.
- Primary analysis of financial documents
- Preparing credit approval memos
- Coordinating with the CPA-Credit processing agency
- Coordinating with the Credit team for approvals and sanctions.
- Collecting pre and post sanction documents.
- Coordinating with the operations team for setting limits for sanctioned cases.
- Coordinating with the client and the monitoring team for post disbursement documentation.

- Campaign and make survey for the banking products like SB accounts, current accounts, fixed deposits, NRE accounts etc.
- Special savings account from Trusts, societies etc.
- Foreign currency accounts like NRE, NRO, and FCNR accounts etc
- Special banking products for Senior citizens and Kids.
- Fixed deposits from individuals.

Other Personal Details:

DATE OF BIRTH: 19 June 1980.

FATHERS NAME: Mohammed Yousuf

FAMILY BACKGROUND: Father is retired Army Officer &
Mother is a Housewife.

PERMANENT ADDRESS: H.No.106, Alamgir Colony, Near Alamgir Masjid
Behind Collector office, Opp.Panchayat samiti
Ch. Sambhaji Nagar (Aurangabad): 431 001

PASSPORT NO & VALIDITY: L6036097. 2034

Reference

**Mr. Mohd Irfan
Shaikh**

Principal

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Mrs. Namita Parthasarathy

**Retired Principal Indus World
schools**

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