



# Mohammed Nafees

MBA graduate

An independent and self-motivated graduate seeking a challenging career to secure a position that will allow me to implement my Academic knowledge and skills and my Ability to motivate others on all levels in the Achievement and Advancement of individual and Organizational goals.

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## EDUCATION

### MBA

Presidency University

07/2019 - 05/2021

Bangalore-India 7.14 cgpa

Courses

- Operation and Supply chain management
- Business Analytics

### BBA

SRM University

07/2016 - 05/2019

Chennai- India 6.91 cgpa

Courses

- General

## INDUSTRIAL EXPERIENCE

### Supervisor

Grace Residency, Chennai

05/2021 - 10/2021

India, Chennai

Responsibilities/Tasks

- Planned and monitored daily and nightly staffing schedules to adjust accordingly.
- Managed and supervised administrative functions to ensure all paperwork was processed efficiently.
- Responsible for Executing the week schedule prepared by the manager.
- Responsible for day to day operations for all services related to global and key account customers

### Study on Quality of Service (Intern)

Signware Technologies

01/2019 - 03/2019

India, Chennai

Duties/Tasks

- This study is an attempt to review the necessary requirements, and discuss the steps that need to be taken in order to measure and track quality of service.
- Analyze whether the existing consumers are satisfied with the product.
- Analyzing the customer perception regarding their complaints and provide suggestions to rectify the complaints.

### Study on Performance Appraisal (Intern)

Frighterix Cargo Solutions

09/2020 - 11/2020

India

Responsibilities/ Tasks

- Provide information about the performance ranks basing on which decision regarding salary fixation, confirmation, promotion transfer etc.,
- Maintain the information about the level of achievement and behaviors of subordinate.
- Collect the information which helps to counsel the subordinate.
- To prevent grievances and in disciplinary activities.

## SKILLS

Database Management

Microsoft Excel

Strategizing

Time Management

Problem Solving

Computing Skills

Client Relationship

Microsoft office

## CERTIFICATES

Contributor for marketing event called "Namma bazar" at presidency University. (08/2019 - 08/2019)

Partaker in cerebrum management event at presidency university. (02/2020 - 02/2020)

Participator in management fest (Bazar penta) at SRM University. (05/2017 - 05/2017)

## LANGUAGES

Malayalam

Native or Bilingual Proficiency

English

Native or Bilingual Proficiency

Arabic

Professional Working Proficiency

Tamil

Professional Working Proficiency

Hindi

Full Professional Proficiency

## INTERESTS

Football

Badminton

Gaming

Learning languages

Travel