

SHAHBAZ A. MUJAWAR

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OBJECTIVE

Seeking a career growth based platform that allows achieving hands-on experience to practically apply my knowledge and skills to achieve targets with hard work, determination and sincerity.

WORK EXPERIENCE

❖ **Advanced Exhibitions LLC, Dubai – UAE**

Designation – Project Administrator / Supervisor (Period – November 2013 to Present) – *(unlimited contract)*

- Conducting administrative and supervisory roles such as monitoring project construction (installation/dismantling), mock-ups, etc. at various events/exhibitions namely MBRSC PROJECT SPACE 2017, GULFOOD Middle East, GITEX Technology week, Arab Health, BIG 5 Show Dubai, ADIPEC, Sharjah International Book Fair, etc. And also various interior and outdoor decorations / kiosk.
- Liaise with clients, event organizers, suppliers and other involved parties (such as sales, accounts, designing, production teams, etc) ensuring smooth process and documentation for the project.
- Responsible for timely, accurate quotations and various pro-forma invoices to customers, processing inquiries through visits, email, and telecommunication.
- Gathering and processing relevant information and documents for smooth running of the projects.
- Monitoring outstanding and credit with clients within agreed terms.
- Develop and maintain timelines and schedules for each project.
- Ensure all the procedures and requirements meet the stated regulations.
- Ensuring quality of all deliverables.
- Preparing and maintaining project records.
- Provide project teams (including sales and marketing) & managers with technical and project support.

❖ **Clearance.ae , Dubai – UAE**

Designation – Data Encoder (Period– August 2020) – *(part-time basis)*

- Segregation, assemble and quality check of all products to be warehoused and sold.
- Verification and Data entry of the products in the back-end system.

❖ **Wilhelmsen Ships Services (L.L.C), Dubai – UAE**

Designation – Sales Executive LCL Sea Imports & Exports (Period– Nov. 2012 to November 2013) – *(unlimited contract)*

- To identify the company strength & utilize it to target Clients.
- Prospecting potential clients and meeting their LCL Import & Export requirements.
- To service & retain existing clients.
- Responsible for timely, accurate quotations and various pro-forma invoices to customers, processing inquiries through personal visits, email, phone and fax.
- Updating the Sales Manager of the current trends and competition activity.
- Creating a rapport with local as well as overseas agents, in order gain better rates and services.
- Weekly highlights on prospective clients as well as secured businesses.
- Co-ordination with operation and accounts departments for smooth running of shipments.
- Monitoring outstanding and credit with clients within agreed terms.
- Meeting regularly existing & new prospective clients.

❖ **HOSTEX FZC, Dubai - UAE**

Designation – Customer Service Support (Period – October 2011 to October 2012) – *(part-time basis)*

- To assist and provide on-site exhibition support to clients, visitors, exhibitors and VIP guest with their queries and supply needful resources.
- Data entry of attending visitors & guest information.
- Promote information and activities tailored to the respective active exhibitions held at DWTC.

- ❖ **IPSOS, Sharjah - UAE** (Period – April 2011 to October 2011)
Call Survey Agent whose role involves conducting market survey on behalf of banking industry.
- ❖ **Back Office FZ, Dubai - UAE**
Designation – Emirates NBD DEO staff (Period – September 2010 to March 2011) – *(limited contract basis)*
 - Verification and Data entry of Credit, Loan and other relative documents into database.
 - Doc-preps : Sorting documents based on Application, Identity and other document groups.
- ❖ **RTA - Dubai** (Period – July to August 2009) – *(part-time basis)*
Promotion of RTA transport services in various malls & venues around Dubai.
- ❖ **Hospitality Marketing Concepts Ltd.** (Training Period – June 2009)
Promotion and Tele-marketing of Coral Beach Hotel's Executive Club membership 'MAZAYA Club'.

EDUCATION & QUALIFICATIONS

2008-12 Bachelors in Business Administration (BBA) Honors Degree specialized in Marketing & Finance, *Preston University - Ajman Campus - UAE.*

VOLUNTEER / EXTRACURRICULAR ACTIVITIES

Experienced knowledge in Conducting, Coordinating and Managing various indoor and outdoor Events; Supervising and Assisting with inquiries; and other various tasks gained through role played as a *Student Council Member* at Preston University.

SKILLS

Computer Skills	Skill Level	Experience
MS office	Intermediate	More than 5 years
Macromedia Flash	Intermediate	1 year or less
Adobe Photoshop	Basic	1 year
Google Sketchup (3D Designing)	Basic	More than 1 year
Basic Programming Language C++	Intermediate	1 year
<u>Operating System</u>	Intermediate /	
- Windows OS	Expert	
- Browsing Internet & Research		
- E-mail		
- Adequate Basic knowledge of Hardware		

LANGUAGE

- English
- Urdu / Hindi

PERSONAL INFORMATION

Birth Date	:	17 August, 1989
Place of Birth	:	Dubai - UAE
Gender	:	Male
Nationality	:	Indian
Visa Status	:	Employee
Driving License	:	UAE Light Vehicle License