

# Mohammed Sajid

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## Strengths

Highly professional & efficient in Secretarial Assistance, Office Administration, Coordination, Communication, Record-keeping, Capturing Minutes of Meeting, Travel & Schedule Management, Reminders/follow-ups & updates, Liaison, Documentation, Excel reports (MIS) & analysis, Power Point presentations, Letter drafting and other related work. Honesty & Confidentiality assured. Ability to work in any sector in a multi-tasking role. Experienced in assisting leadership of leading Indian companies. Knowledge of best Secretarial, Office Admin, Loss Prevention and HR practices.

**Bhagyanagar Gas Limited, Hyderabad**

**Secretary To Director (Commercial) Sep 2016 – Till Date**  
(Principal Employer: Sinclus Engineering & Consulting Pvt. Ltd.)



*Bhagyanagar Gas Limited, a joint venture of GAIL (India) Limited, and HPCL, was incorporated in August 2003 as a City Gas Distribution company for distribution and marketing of Compressed Natural Gas (CNG) and distribution of Piped Natural Gas (PNG) to Domestic, Commercial and Industrial Sectors in the states of Telangana & Andhra Pradesh.*

## Current Responsibilities

### (a) Secretarial Functions:

- Draft & send communication on behalf of the Director.
- External & Internal coordination & follow-ups.
- Generating formats and reports related to internal department's performances.
- Co-ordinate for meetings with HoDs internally and Govt. Officials, Banks & others Externally, maintain schedule of Director's appointments.
- Updating the Director on status of pending points and follow-ups on the same with stake holders.
- Preparing letters, memos, and circulars and routing the same to concerned personnel.
- Maintain records in soft & hard copies for future reference of Director.

### (b) HR & Admin Functions:

- Keep a track of staff attendance and leave status of Outsourced Employees.
- Consolidate out sourced employees' attendance from all locations for salary payments.
- Telephone bills payment process.
- Staff TA Bills, Phone Reimbursement, Other expenses payment process.
- Prepare & circulate - Formats, Circulars, IOMs.
- Book Flight Tickets and process travel bills for payments.
- Update payments tracker on daily basis with pre-& post payment details for efficient and timely payments.
- Maintenance of Guest House, Director's Office & company vehicles.

### (c) Liaison & Relationship Management

- Setting up meetings with Government official/HODs/Customers/Suppliers/Bankers, liaising with HODs / Purchase / Stores etc.

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**Golkonda Hospitality Services & Resorts Ltd., Hyderabad**  
**Personal Assistant to General Manager** Feb 2010 – Aug 2016



*A unit of The Golkonda Hotels Group: 5 Star Property spread across 13 acres set near Osman Sagar Lake, featuring 44 Luxury Villas, 1 Coffee Shop, 1 Hyd Fine Dining Rest. [Jewel of Nizam- The Minar], 1 Heritage Bar, 1 Pool Bar, 1 Board Room, 1 Conference Hall, 1 Amphi Theatre, 4 Lawns, Convention Centre (13000 sft), 3 Convention Halls, Room Dining, World Class Spa & Saloon, Indoor Games & Outdoor Sports Facilities.*

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**TMC Electronics Pvt. Ltd. Hyderabad**  
**Senior Office Executive** March 2005 – Jan 2010



*Leading Retail Chain for Consumer Electronics & Home Appliances in Telangana & A.P.*

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**KB's Fair Price, Hyderabad**  
**Office Assistant** June 1999 – Feb 2005



*FMCG Retail Chain. A Future Group Venture.*

### **Education & Skills**

- Graduate Degree in Arts, from Madurai Kamaraj University
- English Typewriting Higher Grade Qualified (Speed: > 75 w.p.m. with high accuracy)
- MS Word, Excel, Power Point, Focus & Retalix (Retail ERP), Knowledge of IDS (Hospitality ERP)
- Knowledge of G Suite.
- Read Write & Speak: English, Hindi & Telugu.
- Able to draft communication, make formats and MIS for business analysis.

### **Personal Details**

Gender: **Male**  
Place of Birth: Hyderabad  
Date of Birth: **28.02.1977 (44 Years)**  
Marital Status: **Married**  
Nationality: **Indian**

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