

Anas Abbasi

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Curriculum Vitae

Location Preference: Delhi/Noida/Moradabad/Gajraula/Amroha

PROFILE SUMMARY

Bachelor of Science {Zbc} with 5 years experience in

Project Management	Maintenance
Document & Auditing	Client/Corporate Relationship Management
Service level Agreement	Product Life Cycle Management
Team Management	Liaison and Coordination

- Team-based management style coupled with the Zeal to drive vision into reality
- Strong Analytical skills with the capability to client's requirements
- Capable to manage projects like execution, controlling, monitoring etc
- Capable to manage public relation.
- Expertise in Education Sector
- Basic Knowledge in construction sector.

Possess sound knowledge of

- Education Sector
- Relation Management
- Business Analysis

EMPLOYMENT DETAILS

IL&FS Education

Project - ICT (CAL Programme)

Designation - Asst Implementation Officer

Duration- 2011 to 2013

Role & Responsibilities

- Implementation of CAL lab in government's schools
- Co ordination with vendors for timely delivery
- Conduction of teacher training programme
- Co ordination with zonal co-ordinators" & school co-coordinators"
- Directly total plan for running the project smoothly without any obstacle or disturbance
- Taking care all the desire reports of project.

ii) Ramky Infrastructure

Project Name-MBD-Bareilly Highway {NHAI}

Designation – PRO (Public Relation officer)

Duration – 2014 to2016

Role & Responsibilities

- > Manage to all HR & Admin activities
- > Co ordination with government officials as PRO
- > Dealing with local citizens/villagers to resolve dismantling issues
- > Responsible for requirement of labor, security and office staff
- > Responsible of all staff accommodation, food, mess, security etc
- > Responsible for all construction material availability on site as well as plant
- > Responsible for maintenance of construction machinery and office use vehicles
- > Responsible for smooth work and on time delivery to NHAI

iii) Bajaj Allianz life

Designation- Team Leader

Duration - Nov 2023 to till now

Role & Responsibilities

- > Co-ordination with new customers, policy holders, insurance agents, etc.
- > Manage all activity of related insurance area.

ACADEMIC DETAILS

- > Bachelor of Science from M.J.P Ruhaikhand University, Bareilly (2007-2011)
- > Hr secondary from U.P Board Allahabad 2006
- > Sr secondary from U.P.Board Allahabad 2004

SOCIAL ENGAGEMENTS AND ACHIVEMENTS

- > One year computer diploma from Baba faridi educational society affiliated by Doeacc Chandigarh
- > Diploma in Urdu language from {National Council for promotion of Urdu language} govt of India
- > Volunteered for blood donation camp as the member of {Navyuvak sarvdharm blood donation smite registered}
- > Volunteered for motivational programme of students as the member of {the life is here group}
- > Volunteered for writing and general knowledge competition held quarterly for student by {aashiyana farms}

ACCOLADES/EXTRA CURRICULAR ACTIVITIES

- > Effective professional and communicational skills
- > Ability to work under pressure
- > Stretch to meet all deliverables
- > Expert in driving

IT SKILLS

- > MS Office
- > Basics of computer networks
- > Perfect to do all basic of IT

PERSONAL DETAILS

Father Name	Late Mr. Aaley Abbas
Gender	Male
Citizenship	Indian
Local Address	House no 313, Mullana Amroha 244221 Uttar Pradesh India
Language Known	Hindi English & Urdu
Marital Status	Married
Driving License	Valid Indian Licensor
Date of Birth	5 th Aug 1988

STRENGTH

Effective professional and communicational skills, Problem solving and quick learning capabilities, enjoy working in a healthy and disciplined environment

CURRENT CTC 3 LACKS PER ANNUM

DECLARATION

I hereby declare that the above detail to be true to the best of my knowledge.

Date:

Place:

ANAS ABBASI