

BURHANUDEEN K

 Electra Street,
Abu Dhabi, UAE

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OBJECTIVE

Seeking a challenging position to derive the best out of my own self and social growth by optimally utilizing my expertise in it and other areas contributing to the maximum in achieving the long-term goals of the organization while enhancing my own skills and reach the zenith of excellence



EXPERIENCE

❖ IT Consultant

@Gulf Rider, Abu Dhabi

Feb/2016 – Present (4.5 Years)

- Designing Artworks
- Managing Google Business, Google Analytics and other social media Platforms
- Social Media Marketing
- Managing E- Commerce Platforms
- Troubleshooting Computer problems
- Coordinating and Organizing the Events
- Knowledge in Procurement

❖ Design Consultant

@Gyann Reloaded, Chennai

Jul/2015 – Jan/2016 (7 Months)

❖ Sales & Marketing Executive as a Part-Time Job

@Suresh Auto Distributor

Nov/2011 – Dec/2012 (14 Months)



EDUCATION

- Completed my Master's in **M.B.A (HR)** at SRM Arts and Science College with a score of 64% in the year 2015.
- Attained Bachelor's in **B.B.A** from The New College with a score of 59% in the year 2013.
- Done **Higher Secondary** at Maria Mat.Hr.Sec School with a score 55.75% in 2010.
- **SSLC** completed at Maria Mat.Hr.Sec School with a score 50.2% in 2008.



CERTIFICATE

Graphic Designing: - Photoshop, illustrator, InDesign, and CorelDraw.
The Fundamental of Digital Marketing from **Google**



PROJECT

Gyaan Reloaded :- Have been designing banners, pamphlets and brochure for “**Gyaan Reloaded**” and have been posting design content on social media whereas my work remains on **Facebook, twitter** and **blogs**.

MBA :- Analyses on “Effective Utilization of Human Resources” in **Justdial**, Chennai.

BBA :- Exploration on “Customer Expectation” in **Big Bazaar**, Pondy bazaar, Chennai.



INTERNSHIP

MBA :- Internship done in **KSS Enterprises**, Chennai, Tamil Nadu, India



SKILLS

- ❖ Operating Windows
- ❖ MS Office
- ❖ Leadership
- ❖ Volunteer work
- ❖ Problem Solving
- ❖ Analytical Skill
- ❖ Ability to do Multitask
- ❖ WordPress



PERSONAL INFORMATION

Name : K.BURHANUDEEN
Father Name : S. Khader Sheriff
Mother Name : K. Ummu Salma
Date of Birth : 12-07-1992
Age : 28
Gender : Male
Nationality : Indian
Home Town : Chennai, Tamil Nadu, India
Religious : Muslim
Status : Married
Languages Known : English, Hindi, Tamil, Urdu.
Passport No. : N0668111
Visa Status : Employment Visa

Reference Available upon Request

LinkedIn: <https://in.linkedin.com/in/burhanudeenk>

Google Certification validation: 3Q9 92B RNG- Certificate ID

<https://learndigital.withgoogle.com/digitalunlocked/validate-certificate-code>



DECLARATION

I hereby declare that the above particulars given are true and faith to the best of my knowledge and belief.

Date:

Place: Abu Dhabi- UAE

Signature

(K.BURHANUDEEN)

Current Scope of Work's

Preparation

- ❖ Preparing an artwork for social media and it posting on interval bases.
- ❖ Preparing or changing the office required documents and designs for presentation and other purpose of work.
- ❖ Photographing product pictures which are not avail on internet and illustrate on the picture for final output.
- ❖ Making of product images and content for the website
- ❖ Coordinating and organizing the events.

ERP Software

- ❖ Troubleshooting and maintaining Inventory software.
- ❖ ERP Database Analytic
- ❖ Yearly opening and closing Stock analyzing and updating.
- ❖ Supporting sale unit for their queries on ERP.
- ❖ Preparing updated Price List and sending to sales team.
- ❖ Providing a technical support in retail outlets on ERP Software
- ❖ Coordinating with software developer for any modifications that required in ERP.

IT Solutions

- ❖ Providing all kinds technical support in office.
 - Providing a technical support in retail outlets Network support
 - Troubleshooting software issues
 - Troubleshooting Hardware issues
 - Installing office required Software & Applications

Sales Support

- ❖ Maintaining and modifying company website and other online E-Commerce platform stocks and sales.
- ❖ Arrange and coordinating with sale which made on websites, WhatsApp and social medias.
- ❖ Coordinating with the sales team and arranging the customer needs in customer-based location.
- ❖ Providing other Technological Supports

Customer support

- ❖ Attending the customers enquires in call, WhatsApp and other online platforms .
- ❖ Checking the product availability with sales team as customer preferred color, size and model and arranging them to the customer nearby branches once the order confirmed by the customer.
- ❖ Sending event invitations to customers.
- ❖ Maintaining Social Platform and replying to their reviews on Google and other

MD's Works

- ❖ Maintaining medical reports and reminding appointments
- ❖ Price checking and Flight booking
- ❖ Maintaining and reporting all the online programs accounts details
- ❖ Assisting with online purchase and Apps Troubleshoots

In-charge in absence of Vacation leave of the following division staffs

- ❖ Procurement
- ❖ Logistic

Maintaining and analyzing Google Business and Google Analytics account and other social media accounts