# KASHAN KHURSHEED

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## Career Objective:

Administration & Sales with strong experience in Large Account Management and managing teams with limited resources in a tough environment. Strong customer advocacy, communication, and cross-group collaboration skills. Smooth and clear communication to ensure right approach to customer handling.

## PROFESSIONAL EXPERIENCE

### Senior Officer (Administration)

TRL Krosaki Refractories Limited

March 2024 – Present

- Managed administrative operations for a workforce of 120+ employees, ensuring seamless day-to-day functioning.

- Orchestrated over 25+ corporate events and celebrations annually, maintaining strict adherence to budget and timelines.

- Spearheaded the procurement and logistics of office supplies, reducing overhead costs by 15% through vendor optimization.

- Led the coordination of 100+ travel and accommodation arrangements monthly for employees and guests.

- Facilitated issuance of 200+ gate passes in collaboration with Tata Steel, ensuring uninterrupted site access.

### Admin Officer

GE Transportation, a Wabtec Company

Nov 2017 – March 2024

- Led administrative support for 300+ employees in a remote location, ensuring uninterrupted operations.

- Established 2 guest houses and 2 hostels, providing accommodation for 50+ female employees and visiting staff.

- Spearheaded COVID-19 response efforts, including setting up 3 isolation centers and coordinating 2 vaccination drives covering 300+ employees and families.

- Managed employee township housing for 200+ residents, ensuring compliance with health and safety standards.

- Liaised with government officials to secure 20+ critical permits and passes during lockdowns and emergencies.

### Office Administrator

Safari Company Limited MENA Region

Mar 2015 – Mar 2017

### Sales Executive

Reliance Communication (Siwan – India)

July 2013 – Oct 2014

### Rural Sales Executive

TATA Teleservices Limited (Muzaffarpur – India)

July 2012 – May 2013

## Achievements:

• Awarded “EMPLOYEE OF THE MONTH” for dedication toward the services in Safari Company Limited in December 2015.

• Scored Top position in TOPGUN contest in Sales in Reliance Communication in April 2014.

• Got “Reward & Recognition” thrice from GE Transportation @Wabtec for the work of Govt Liasoning during pandemic and flood in March 2020, September 2020 and June 2021.

## Liasoning with Govt agencies during Pandemic & Flood in 2020 & 2021 – Support extended during Covid:

- Liasoning with District Magistrate (SARAN) to get approval for factory operations in March 2020.

- Liasoning with SDO Marhowra to get passes to ensure employees transportation in lockdown.

- Liasoning with Additional SDO to get 2 wheeler/4 wheeler passes for our employees and vendors in lockdown.

- Liasoning with Medical Officer of Marhowra government hospital to ensure getting Covid tests smoothly in PHC Marhowra for our employees.

- During second wave of Covid pandemic we have arranged 3 Isolation centers, two fully equipped AC ambulances, Transportation of employees complying social distancing norms of Govt, Emergency medicines supply for employees residing outside of township, Food packets supply for every infected employees. Also we have taken care of positive patients who needs medical support, we have shifted them to hospitals.

- Liasoning with Medical Officer we have taken initiative to vaccinate all the employees, vendors and their families.

- We have arranged two vaccination camps in our Factory premises with the help of Health Ministry.

- Liasoning with Medical Officer we ensure vaccination at PHC and Govt centers.

- Liasoning with Local PHC we arranged smooth covid tests for them who have any symptoms.

- Liasoning with Medical Officer we have started Covid antigen test in our Occupational health Care (OHC) in township for our employees.

## TECHNICAL SKILLS:

Software: Windows (98/XP/Vista/10)

Operating System: MS Word, PowerPoint, Excel, Oracle

DBMS: Oracle

Compliance Management System: Legatrix

## Academic Summary:

2010 – 2012, Completed Master of Business Administration (Marketing Management) with 70.47% marks from L.N. Mishra college of Business Management Muzaffarpur, Bihar.

2005 – 2008, completed Bachelor’s in Business Administration with 73.2% marks from L.N. Mishra college of Business Management Muzaffarpur, Bihar.

2002 – 2004, completed Intermediate with 50.22% from G.D College Begusarai, Bihar

2002 – completed Matric with 67.85% marks from BSS Collegiate School, Begusarai Bihar

## Personal Profile:

Father’s Name: Late. Qamar Yusuf

Date of Birth: 26th Feb 1988

Nationality: Indian

Marital Status: Married

Permanent Address: Ashok Nagar, Pokharia, Begusarai, Bihar

Language Known: English, Hindi & Urdu, First Level of Arabic Language

## Declaration:

I hereby declare that the above information given by me is true to the best of my knowledge.

## REFERENCES:

Available upon requirement.