MOHAMMAD MAAZ ANWAR

BUSINESS SUPPORT | OPERATIONS | TEAM COORDINATION

Leeds, United Kingdom | +44 (0)7776 840275 | maazanwar@icloud.com

PROFESSIONAL PROFILE

Business support and operations professional with hands-on experience in day-to-day business administration, team coordination, staff support, operational planning and customer communication. Currently working as a Business Support Officer with Takedat Ltd in Leeds since November 2024. Brings previous management-level experience together with postgraduate study in Entrepreneurship and Business Development from Leeds Beckett University. Confident in supporting managers, coordinating staff and workloads, maintaining accurate records, resolving operational issues and communicating professionally with colleagues, clients and other stakeholders. Seeking to contribute strong organisation, commercial awareness, communication and people-management skills within a growing organisation.

CORE SKILLS

- Business administration and operational support
- Team coordination, supervision and staff communication
- Rotas, scheduling and workload planning
- Recruitment and onboarding support
- Client and customer communication
- Record keeping, documentation and general compliance administration
- Problem solving and day-to-day operational decision support
- Planning, organisation and prioritisation
- Leadership, mentoring and people management
- Business development and commercial awareness
- Professional written and verbal communication
- Cross-cultural communication and stakeholder engagement

PROFESSIONAL EXPERIENCE

Business Support Officer | Takedat Ltd, Leeds, United Kingdom

November 2024 - Present

- Provide day-to-day business and administrative support to help maintain efficient company operations.
- Coordinate staff requirements, rotas, scheduling and operational information across ongoing assignments.
- Communicate with employees, managers and clients to support service delivery and resolve routine operational matters.
- Support recruitment, staff onboarding, document collection and maintenance of workforce records.
- Assist with site and assignment coordination, including staff instructions, attendance information and operational updates.
- Maintain organised records, correspondence and business documentation and support timely follow-up of outstanding matters.
- Support managers with workforce planning, customer service, staff mentoring and general business administration.
- Respond to changing operational priorities and help resolve issues in a professional and practical manner.

Previous Management Experience | India / United Kingdom

Management and business-support experience prior to the current Takedat Ltd role.

- Supported day-to-day business operations and coordinated people, tasks and service requirements.
- Developed practical experience in team supervision, staff communication and handling workplace priorities.
- Assisted with planning, customer service, problem solving and general management responsibilities.
- Built leadership, organisation and communication skills that are transferable across business-support and operations roles.

EDUCATION

MSc Entrepreneurship and Business Development | Leeds Beckett University, Leeds, United Kingdom
December 2021 - November 2023 | Merit

Bachelor of Arts (Honours), Tourism Administration | Amity University Noida, Uttar Pradesh, India
March 2018 - April 2021

ADDITIONAL PROFESSIONAL STRENGTHS

- Postgraduate understanding of entrepreneurship, business development, management and organisational growth.
- Comfortable working in fast-moving environments where priorities, staffing requirements and client needs can change quickly.
- Able to work independently while maintaining effective communication with managers and wider teams.
- Strong interest in business operations, service quality, staff development and continuous improvement.

LANGUAGES

English - Fluent | Hindi - Native

ADDITIONAL INTERESTS

Published creative writing and participation in literary events, demonstrating communication, creativity, self-discipline and confidence engaging with different audiences.

REFERENCES

Available on request.