ANAS

Email: anas-141628@2freemail.com

**CAREER OBJECTIVE**

Qualified business professional with seeking a position where I can effectively and efficiently utilize my time, knowledge, skills, capabilities and to enhance and to add value to the company and my career prospects.

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|  **Education** |

Master of Science in International Business Management with Finance (2017)Heriot-Watt University, United Kingdom, Dubai Campus.

Bachelor of Business Administration (BBA) (2011)Aligarh College of Engineering and Management, Aligarh, India.

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|  **WORK EXPERIENCE** |

Worked as a Customer Service Representative (02/05/2017 – 25/05/2018)

* Responsible for maintaining a high level of professionalism with clients and working to establish a positive rapport with every caller.
* Maintain exceptional performance standards in customer satisfaction and closing customer leads.
* Attend regular team meetings daily to strategize territory and product plans.
* Resolves customer complaints by investigating problems; developing solutions; preparing reports; making recommendations to management.
* Work with the management team to stay updated on product knowledge and be informed of any changes in company policies.
* Contributes to team effort by accomplishing related results as needed.

**Green View L.L.C, Dubai, U.A.E** Worked as a Sales Executive (18/12/2014 – 13/03/2017)

* Builds business by identifying and selling prospects maintaining relationship with clients.
* Exceeding monthly sales allocations on a regular basis.
* Boosted sales income by 60% over a Year.
* Optimized market exposure by planning tradeshow and event marketing projects.
* Advise on forthcoming product developments and discuss special promotions.
* Make accurate, rapid cost calculations and providing customers with quotations.
* Liaising with suppliers to check the progress of existing orders.
* Acting as a contact between a company and its existing and potential markets.

**Abid Husain Consultants, New Delhi, India** Worked as an Assistant Accountant (01/06/2012 - 28/02/2014) .

* Prepare, examine, and analyze accounting records, financial statements, and other financial reports to assess accuracy, completeness, and conformance to reporting and procedural standards.
* Determining and checking account records and monthly manage account preparation.
* Analyze business operations, trends, costs, revenues, financial commitments, and obligations, to project future revenues and expenses or to provide advice.
* Sustain system of information and keep records on all company transactions and assets.
* Maintain accounting data source simply by entering data into the computer.
* Maintain Income statement, Cash flow, Balance sheet.

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|  **soft SKILLS** |

**Communication/Interpersonal –**

* Producing consistently clear and concise written work
* Presenting material to an audience clearly and accurately at an appropriate level
* Conveying material clearly and accurately on a one-to-one basis
* Creating and developing effective and relations with others

**Team Working -**

* Making an effective contribution to a group effort
* Helping and supporting others including offering constructive suggestions
* Helping team progress effectively e.g. monitoring time/progress, resolving conflicts, keeping team focuses

**Problem solving –**

* Ability to recognize that a problem has arisen and defining it accurately
* Devising, selecting and applying an appropriate strategy to overcome it
* Applying creative solutions to difficult situations

**Information Technology –**

* Complete Knowledge of Microsoft office. (M.S Word, M.S Excel, M.S PowerPoint, M.S Outlook) and C,C++
* Produce a slide presentation
* Using databases, sources information using internet
* Installing and Configuring Software/Hardware

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| **PERSONAL DETAILS** |

DOB 2nd Nov 1989

Nationality Indian

Marital status Single

U.A.E Driving License No 3633525