**Gulfjobseeker.com CV No:** **106416**

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**Objective**

A position in an established organization that enables me to contribute towards achieving team’s objective and be benefited by the available exposures and opportunities thus helping in self progress and career advancement. I have a complete commitment when I embark on goals.

I have a wide range of very good skills that help me utilize my professional experience and offer a wide range of opportunities to grow both myself and the organization that I serve.

**Profile**

* Excellent skills in Customer service and sales.
* Good communication ability, presentable and with effective negotiation skills.
* Excellent interpersonal skills with ability to motivate others and radiate positive energy.
* Willing to set goals and work to achieve them.
* Adaptable, flexible and with ability to work under pressure. Apply methodical approach to provide effective solution to deadlines
* Ability to relate effectively with all team members at all levels
* Highly motivated, confident and with constructive approach to problem solving and quick to learn new concept and skills.

**Education**

 Bachelor in Arts, IGNOU (India Board - 2014)

 Higher Secondary, A.I.S.S.C.E (India Board - 2005)

 CLASS X, I.C.S.E (India Board – 2006)

**Personal Details**

**Date of Birth 21-12-1989**

**Nationality Indian**

**Gender Male**

**Languages known English, Hindi, Nepali, Bengali, (Fluent both spoken & written**)

**Technical Qualification and Trainings**

* + - Diploma in Computer Hardware and Networking, Jetking , Siliguri.
		- Training in CCNA (Netcomms Solution,Kolkata)
		- Cisco Certified Network Associate.
		- MS Office (Word, Excel and Powepoint).

**Organization**

* Techtous PVT.LTD, SIliguri, West Bengal. India. (2010-2014)
* Sales Supervisor

**Job Responsibilities**

* Greet customers and provide enquiries for the walk in customers / telephone, enquiries, and provide information on the availability of services.
* Ensure operational guidelines are met while servicing the customers.
* To provide training to customer care executives (Trainee)
* Complete review and submit various reports to Manager.
* Organize training and seminars.
* Process all paper work according to policies and procedures.

**Nationality Indian**

**Interests**

* Regarding books, listening music, cooking and passion to meet people from different cultural background
* Traveling exploring in any fields and learning new languages.
* Working for environment, working for charity.

**Key Qualities**

* Excellent in understanding people’s attitude and interests.
* Ability to learn and adapt new procedures quickly.
* Self motivated with high level of communication, presentation and negotiation skills.
* Handle matter with maturity, tact and discretion.
* Excellent in public relation and can easily get along with people.
* Friendly and sociable.

***I do hereby certify that the above entries are true and correct in all aspects.***

Thank you