**Gulfjobseeker.com CV No:** **1174686**

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To contact this candidate use this link

<http://www.gulfjobseeker.com/feedback/contactjs.php>

RESUME

* Am applying to your concern job to achieve the organizational goals and objectives in the most efficient and effective method, to be a successful employee.
* To meet many industry challenges and requirements under any pressures and to be successful team player in the organization.

 Experience in sales and marketing, Customer Service, call center for three years, dealing with the customer experience in the various communication skills with customers.

***Languages known     Arabic Mother Tonight, English, and some Indian language***

**PERSONAL DETAILS:**

**Date of Birth** : 12/05/1981

**Nationality** : Sudanese

**Religion** : Muslim

**Gender** : Male

**Civil Status** : Single

IT TRAINER in access institute 3 year course

Certificate business professional (CBP)

-          ICDL ICD DIPLOMA FROM CAMBRIDGE UNVERSITY IN IT

-          CBP CUSTOMER SERVICE

-          CBP SALES

-          COMPUTER MAINTANCE

-          CBP Business Etiquette

-          CBP Project Management

-          **SALE section in institute**

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| --- |
| **Objective:** |
| To seek a challenging position and utilize my capabilities, Knowledge and skills to the interest of the organization.  |

**Educational Qualification:**

|  |  |  |
| --- | --- | --- |
| Bachelor of Computer Application (BCA) | Tilak Maharashtra University(Pune - India) | Higher Second Class |

|  |  |
| --- | --- |
| **Computer Skills: Tools:** | All versions of Microsoft office, any kind’s of software. |
| **O.S** | Linux, all Windows versions. |

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| **Diploma & Course in** |
|  |  |
| **Diploma:** | Customers Service. |
| **Institute:** | National academy. Dubai.  |
| **Period:**  | Two Months.  |
|  |  |
| **Technologies:** | SALES  |
| **Institute:** | National academy. Dubai. |
| **Period:**  | Two Months. |
|  |  |
| **Technologies:** | Business Etiquette |
| **Institute:** | National academy. Dubai. |
| **Period:**  | Two Months. |

**Experience:**

|  |  |
| --- | --- |
|  |  |
| **Company Name:** | * Access Training Institute
 |
| **Designation:** | * Teacher of communication, interpersonal skills, and marketing and recruitment.
 |
| **Duration:** | * May 2011-up to date
 |

**Personal Details**

|  |  |
| --- | --- |
| **Date of birth** | 12-May-1981. |
| **Social Status** | Single. |
| **Nationality** | Sudanese. |
| **Languages** | Arabic, English, and some Indian language. |

**SKILLS:**

* Strong planning organizing and problem solving skills-willing to accept challenging project/ task and persistent in obtaining result.
* Skilled written and verbal communicator – capable at relating to people on all levels.
* Adept at dealing with a diverse range of customers-with the ability to analyze their requirements and provide services to ensure their satisfaction.
* An effective team player, with the capacity to successfully implement and complete multiple tasks.
* Well developed interpersonal skills-able to work with, assist, direct and inspire all level of staff.
* Highly motivated and task driven-capable of working under pressure to deadlines, making decision and accepting responsibility for actions taken.
* Good leadership and team skills.
* Ability to learn fast and develop skills.
* Schedule responsibilities according to priorities.
* Analytical and positive mental attitude.
* Critical thinking. Using logic and reasoning to identify the strength and weaknesses of alternative solutions, conclusion or approaches problem.

**COMMUNICATION:**

* Communicate cooperatively and effectively (Verbal and written).
* Ability to describe and explain information. Instruction and concepts.
* Ability to lead and follow in a team environment.
* Present and respond clearly.

**LANGUAGES:**

* Arabic ( Native)
* English (Fluent) competent in all skills. Fluent in reading, writing and listening.

**HOBBIES & INTERESTS:**

* Enjoy challenging responsibilities.
* Football, Swimming. Gym
* Enthusiastic about upgrading and learning new skills.
* Sports Football, Tennis.
* Cooking.
* Arabic poetry and mystery novels.
* Internet browsing.