***Resume***

Syed

Syed.246005@2freemail.com

**CAREER OBJECTIVE**

**To apply my professional qualifications, skills towards a position offering new challenges and responsibilities with ultimate career and personal advancement.**

**EXPERIENCE #1**

COMPANY : IBIT Company

DESIGNATION : **Office Assistant cum Data Entry Operator** (2 Years).

DURATION : June 2013 – July 2015.

**JOB RESPONSIBILITIES**

* *Office work including Data entering, Document controlling, Invoice handling, Bank dealings & all type day today office activities etc...*
* *Identifying customer requirement.*

**EXPERIENCE #2**

COMPANY : VOGUE HYPERMARKET (Trivandrum).

DESIGNATION : **BILLING, SALES, AND CUSTOMER RELATIONS** (2 Years).

DURATION : March 2011 to April 2013.

**JOB RESPONSIBILITIES**

* *Handlings walk in customers.*
* *Ensure good Communication between the customers.*
* *Identifying customer requirement.*
* *Meeting customer requirements by identifying their needs.*
* *Cross selling and up selling to customers.*
* *Identifying issues of the customer and help them to resolve.*
* *Job allocation and delegation of work.*

**Other Skills**

* Excellent time management skills
* Strong interpersonal and communication skills
* Analytical with excellent creative problem solving skills
* High level of maturity and sense of responsibility
* Ability to work in a team driven environment

**ACADEMIC QUALIFICATION**

* B Com Bachelor of Degree in Commerce (Waiting for result).
* HSE in Model Boys Higher Secondary School, Trivandrum in March 2008.
* SSLC in Model Boys Higher Secondary School, Trivandrum in March 2006.

**TECHNICHAL PURVIEW**

* Hardware and Networking (N+) , Software installation
* System Troubleshooting
* DTP Good Speed (English)
* MS office package

**PERSONAL DATA**

Date of Birth : 10th March 1991

Nationality : Indian

Sex : Male

Marital Status : Single

Language Knows : English, Hindi, Malayalam, Urdu, and Tamil.

**Declaration**

I hereby declare that the above-mentioned information is correct up to my knowledge and belief.