**Technical support | Desktop support | Sales| Network Engineer |Customer Service**

|  |  |
| --- | --- |
| Nationality: | Indian |
| Language: |  English, & Hindi, Marathi |
| Computer Knowledge: | Proficient in computer skills including internet. |

**3 Years** of **Sangli (India)** experience holder is looking for better opportunity in Dubai for **IT support**, **HR,** **Sales**, **customer service** & other **Supportive Jobs**

**CAREER HIGHLIGHTS**

• Over two years of extensive experience as a Technical support and desktop support Executive • 2 years’ consecutive Sales in Mumbai (India). • Highly skilled in assisting multiple departments with a wide range of tasks
• Proficient in performing tasks pertinent to maintenance and deliveries
• Hands on experience in Networking and outdoor jobs in Mumbai Sangli. • In depth knowledge of performing routine Admin tasks as and when required

**WORK EXPERIENCE**

**HR executive, Recruiter** Associate**, Ampcus Inc –  (India)** April 2014 to January 2016 (Maharashtra, India)

**Job Responsibilities**

* Develop and implement strategic initiatives for recruiting diverse talent in a multi-site organization.
* Partner with Corporate and Campus Leaders to forecast and develop plans for key staffing initiatives.
* Manage full cycle recruiting process to meet the various staffing goals across all levels within multiple business units. Create and implement Employment Marketing Strategies to attract passive job seekers.
* Work with hiring managers and interview teams to ensure job requirements and expectations are clearly understood and candidates are assessed against appropriate criteria.
* Develop strong relationships and partner with hiring manager, business leaders and HR.
* Work closely with Hiring Managers to maximize effectiveness of recruiting process.
* Regular follow up with the respective hiring managers and candidates to ensure timeliness of recruitment process.
* Actively participate in all staffing related activities and engage in cross functional projects.
* Worked With Verizon Wireless, (Federal Clint ) USA
* Maintains accurate employees’ files.
* Provides administrative support to employees and departments’ heads with relevance to HR scope of work.
* Maintains employee confidence and protects company’s interest by keeping human resource information confidential.
* Maintains quality of service by following organization standards.
* Maintains technical knowledge by attending educational workshops; reviewing publications.
* Contributes to team effort by accomplishing related results as needed.
* Conducts and analyzes exit interviews and recommends changes to top management.
* Submits HR reports in an efficient and timely manner.
* Arranges for staff motivational activities and events.

**Indoor sales, outdoor sales, Store Management, Global Mobiles –  (India)** April 2011 to Jan 2014 (Maharashtra, India)

**Products Include- HP laptops, IPad, Apple Phones, Laptops.**

**Indoor Sales Representative, Business Development Executive.**

* Sourcing potential new customers and maintaining regular contact with existing customers
* Travelling to demonstrate products and educating potential customers about the functions of the product
* Fully understanding customer’s needs and requirements
* Providing advice about the advantages of particular software, services, equipment or products
* Persuading potential customers to purchase products, leading price negotiations and closing sales
* Advising customers of updates and new technologies
* Being familiar with competitors' activities and products
* Putting together proposals and tender documents
* Travelling to and attending meetings
* Meeting sales and commission targets.

**EDUCATION**

***Graduation (BCA):*** Bachelor of computer application (shivaji university Kolhapur) completed in 2014.

***Intermediate (HSC):*** Higher secondary certificated(Maharashtra state board) completed in 2011.

***Matriculation (SSC):*** Secondary certificated (Maharashtra State board) completed in 2009.

**SPECIAL SKILLS AND CAPABILITIES**

• Demonstrated ability to work outdoor and indoor sales
• Profound ability to perform routine and repetitive work
• Able to understand and follow written and verbal instructions
• Comprehensive knowledge of using IT software.

**First Name of Application CV No:** **1666956**

Whatsapp Mobile: +971504753686

