**CURRICULUM VITAE**

**AMJADULLAH**

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**CAREER OBJECTIVE:**

I seek constantly enhance my skills and assure a position of responsibility at an appropriate level in the organization ,which will utilize my back ground abilities and interest while providing opportunity for growth and advancement for the organization and myself.

**PROFESSIONAL EXPERIENCE:**

* **Company Name : Saudi Amad Airport Services (SAAS)**
* **Position : ADMIN/ H.R Coordinator**
* **Period : Feb-2015 till Mar-2016.**
* **Project : Saudi Arabian Airlines.**
* **Location : Jeddah K.S.A.**

**DUTIES & RESPONSIBILITIES:**

* Handling e-mails, redirect for action and follow up.
* Handling Telephone Calls.
* Other related secretarial jobs.
* Guests related issues.
* Maintaining Project in-Coming /out-going Shop Drawings.
* Maintaining office filing system
* Making and creating Memo’s
* Data recording & Files maintaining
* Invoice verification
* Maintain important customer details
* **Company Name :** **HDFC Bank Pvt Ltd.**
* **Position : Relationship Manager-Credit Card & Personal Loans**
* **Period : 1 Years**
* **Location : India.**

**DUTIES & RESPONSIBILITIES:**

* Handling a Team of 10 Business Development Executive & Sales Executive.
* Doing activities for the promotion of Brand.
* Generating business leads through Activities, friends and relatives.
* Follow-up with BDE & SE’s for meeting customers and explaining the product.
* Conducting various activities in Private Company’s and Govt sectors.
* Achieving individual & team targets.
* **Company Name : Al-Sharq Trading & Contracting Company.**
* **Position : Section Secretary & Admin Advisor**
* **Period : 2 Years**
* **Project : Saudi Aramco office services**
* **Location :** **Riyadh K.S.A.**

**ACHIEVEMENT:**

* Received Certificate Of Appreciation from Riyadh Community Services Department for Excellent Contribution as a Section Secretary.
* Received Certificate Of Appreciation from Riyadh Community Services Department for Excellent Contribution During Executive Management Safety Review.
* Received Certificate Of Appreciation from Riyadh Community Services Division for Good Support and Excellent Contribution during my Contract Period.

**DUTIES & RESPONSIBILITIES:**

* Established & maintained good, cordial & professional relationship and supporting to the all Saudi Aramco Supervisors & Group leaders.
* Preparing daily, weekly highlights and monthly reports to the units as required by division and department levels.
* Preparing unit employee’s related issues such as excess time, expense report etc.
* Preparing Presentations according to the request of Supervisor & Sr. Supervisor.
* Preparing various official memos, letters & correspondence within unit, division & departments including SA contractors.
* Booking conference rooms.
* Maintain Records and Update files.
* Preparing daily & monthly timesheets, Monthly Invoices and Shift schedule, etc.
* **Company Name : Sri Jayarama Automotive.**
* **Position : Sales manager**
* **Period : 2 Years**
* **Location :** **India**

**DUTIES & RESPONSIBILITIES:**

* Handling a Team of 8 Sales Executives.
* Handling sales and marketing for entered dist.
* Take care of promoting brands, advertising, and selling.
* Motivating team for day to day achievement and targets.
* Helping customers to get bank loans for buying our products.
* Achieving individual target along with team target.
* **Company Name : Max Newyork Life Insurance Pvt Ltd.**
* **Position : Asst Manager- Sales**
* **Period : 1 Years**
* **Location :** **India**

**ACHIEVEMENT:**

* Received Certificate of Performance for “MY TEN” Target from Max Newyork Life Insurance Pvt Ltd.
* Received Certificate of Appreciation as “STICKER OF THE MONTH” from Max Newyork Life Insurance Pvt Ltd.

**DUTIES & RESPONSIBILITIES:**

* Recruiting & handling a Team of Agent Advisor’s.
* Generating business through agency channel.
* Doing activities for the promotion of Brand.
* Generating business leads through Activities, friends and relatives.
* Doing Cold calling to the customer’s for the appointment.
* Follow-up with agent advisor’s for meeting customers and explaining the product.
* Conducting PRP with Agent advisor’s on weekly basic.
* Handling the commission structure and individual business commission.
* All other all related.
* **Company Name : ICICI BANK PVT LTD.**
* **Position : Sales Executive (H.H Credit card & personal loans)**
* **Period : 1 Years**
* **Location :** **India**

**DUTIES & RESPONSIBILITIES:**

* Handling sales and marketing for House Hold (H.H) Credit cards and personal Loans.
* Coordination with the customers to get bank loans.
* Cold calling to the customers for the appointment.
* Achieving individual target.

**PROFESSIONAL QUALIFICATIONS:** Bachelor of Commerce (B.Com)

**ADITIONAL QUALIFICATIONS:**

* Ms. Word, Excel, Power Point, Outlook, Internet Browsing Accounting Package.

**LANGUAGES KNOWN:**

* English
* Arabic (Basic)
* Urdu
* Telugu, Tamil, Hindi.

**PERSONAL DETAIL:**

* Date of Birth : 11-08-1987
* Gender : Male
* Nationality : Indian
* Civil Status : Married

**COVER LETTER**

To

The Manager

(Concerned Department)

Dear Sir,

In respect to the above-mentioned subject I, here by wish to share that I keenly and personally have a deep interest to be bestowed an opportunity of servicing whatsoever your organization requires to be done and to be lasting in your good self-organization. Truly speaking it will be my honor if you

Come to know that I am a hardworking, dedicated, humble and in habitual of performing duty.

Sincerely and smoothly and engaging with work until it finish and besides that having a cooperative relationship with all co-workers.

 It will be a place of great pleasure if my CV is to be put into consideration and call for interview. I will be present for interview at your convenience.

 Hoping my CV shall meet your criteria and genuine requirement.

**Job Seeker First Name / CV No: 1714272**

[Click to send CV No & get contact details of candidate](http://www.gulfjobseeker.com/feedback/submit_fb_em.php)

