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|  **Ameer**  |
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| **Desired Position**: HR Admin Assistant / Customer Service Representative**Email Id**: **Ameer.287597@2freemail.com** C:\Users\MUHAMMED1\Downloads\Documents\HSBC-logo.png  |  |
| **Career Summary**  |
| **HR Admin Assistant / Customer Service** with more than **Three years'**of experience in retail customer service and banking organization with handling customer queries and staff assisting My current role as **Document Verification/HR Admin Assistant** in **HSBC Bank** Dubai - UAE. |
|  **Career Objective** |  |  **Core Competencies** |
|  With a professional record that speaks  volumes; I aspire to carve a niche for  myself in an organization where my  professional experience, skills, and  knowledge can contribute to achieving  the organizational goals. Concurrent  career growth, self-development,  continuous learning is my  expectations from my perspective  employer.  |  | * A hard-working and enthusiastic team player.
* Able to communicate effectively at all levels.
* Quick learner, Proactive and able to problem solve effectively in challenging situations.
* Flexibility to manage multiple tasks at once whilst working to set deadlines.
* Comfortable to work with a variety of systems and processes that are constantly evolving.
* An ability to take the initiative and Adaptable to change.
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| **PROFESSIONAL EXPERIENCE:**  **Job Title:** HR Admin Assistant/Documents Verification(From June 2014 to June 2017) **Address:** HSBC Bank - Dubai UAE **Job Description in HSBC Bank** * Handling customer's queries and answering a phone call.
* Mainly focusing on customers documents and verifying

with HSBC server and updated on daily bases.* Coordinating with different departments and answering

threw phone calls & using Lotus hub and outlook. * Managing customer files threw companies of record

management vendors archiving and retrieving documents from managing vendors on demand of customers requirements. * Ordering stationary products including software and hardware

equipment like ink cartages scanning machine components etc.* Maintaining customers records on up to date and sending notification

to customers for outdated licenses and Emirates ID etc.* Developing new business opportunities and looking after existing customers

 **Job Title:** Administrative Assistant(From Sep 2010 to Aug 2013) **Address:** Bhartia Airtel Pvt Limited - Telecom Industry - India. **Job Description in Bhartia Airtel Pvt Limited** Bhartia Airtel Limited it's a telecommunication company which provide a wide-range  network broadband services network in all over India.  * Sell telecommunications products and services to both individuals and companies.
* Build market position by locating, developing, defining, negotiating, closing business relationships.
* Identify, contact and build relationships with prospective customers through a combination of telephone and in-person cold calls, networking and referrals to obtain appointments.
* Leverage the CRM system to develop prospecting and sales strategy that ensures high activity and effective closing ratios
* Book and install new lines/circuits/bundles/services to meet established monthly quotas.
* Submit pricing and pre-qualification requests reflecting the client's requirements
* Maintain an updated database in sales database including all activities, partners, and opportunities with their current status.
* Maintain open and effective lines of communication throughout the organization to maintain a sense of teamwork, enthusiasm, pride, and quality workmanship.
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| **ACADEMIC QUALIFICATIONS:**

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| **Name of examination** | **University/Board** | **Year/Passing** | **Class** |
|  Bachelor in Accounting and Commerce |  Kakitaya University |  2013 |  First Class |
|  Intermediate Junior college | Board of Intermediate  |  2009 |  Second Class |
|  SSC –Islamic Model High School |  Board of secondary |  2005  |  Second Class |

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| **COMPUTER PROFICIENCY:** * **Computers literature well versed with internet and web browsing**
* **Microsoft ( Office, Word, Excel, & PowerPoint),**
* **programming languages basic C, C++, Etc,**
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| **PERSONAL INFORMATION:**  **Date of Birth:** 19th May 1988 **Gender:** Male **Nationality:** Indian **Marital status:** Single **Languages are knows:** English, Hindi, Urdu, Telugu, & Have fair understanding of Arabic |
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