

**Ninad**

**Dubai (U.A.E)**

**Email – ninad.332999@2freemail.com**

**CAREER PURSUIT:**

The objective is to acquire an insightful view of the business aspects and positively contribute to the growth and success of the organization. I’m confident that my pioneered and intellectual skills collaborated with a solid and effective team effort will rapidly stimulate immense effectiveness within the organization. I endeavour to achieve this through hard work, dedication and commitment.

During my studies, correspondingly I aimed at acquiring partial and preliminary working experience and insights to professional and business expertise. Entrepreneurial Marketer, Event Manager, Human Resources and customer service executive, passionate about building productive relationships with clients, partners and team members. New customer acquisition expert who emphasizes on marketing strategies. Well versed in identifying market trends and customers needs to create highly targeted marketing campaigns and Complete Events Solution.

**WORK EXPERIENCE:**

**Company Name: Commercial Bank of Dubai**

**Designation: Customer Service Representative**

**Duration: May 2015 to January 2017**

**Responsibilities:**

* Providing superior customers' services & answering all incoming calls with maximum quality and highest productivity.
* Complaints' handling and problems' resolution.
* Follow up all activities and requests arising from customers' calls and deliver as promised.
* Checking and updating customers’ data and information.
* Accurate product knowledge.
* Ensuring efficient secrecy by applying the standards security measurements before providing any information to callers as specified by bank's policy & procedures.
* Providing management with valid and regular customers’ feedback.
* Cross selling and up selling.

**Company Name:Expert Hand Placement Services**

**Designation: Human Resources Executive**

**Duration: September 2014 to March 2015**

**Responsibilities:**

* Efficiently managed and segregated candidates as per client requirements.
* Profile analysis
* Assigned suitable candidates with respect to organizational demand.

**Company Name: The Entertainers**

**Designation: Business Head**

**Duration: September 2010 to July 2014**

**Responsibilities:**

* Coordinating events effectively.
* Giving orientation to contractual staff on ground events viz. Production, Backstage Management, Emergency Evacuation Plans, CCTV security, Celebrity and Artists Management, Concept Designing.
* Orientation to contractual staff on ground events.
* Responsible for planning and execution of events.

 Ensuring client satisfaction. Delivering services as per clients requirements and catering to all their needs by having enough of back-up plans in case of emergencies.

**EDUCATIONAL QUALIFICATION:**

* Bachelors of Management Studies – Specialisation in Marketing from PatkarVarde College, Goregaon affiliated to the University of Mumbai .
* Grade XII (Stream – Commerce) passed from St. Rocks College of Commerce, Borivali .
* Grade X passed from Saint Francis D'Assisi High School, Borivali.

**KEY SKILLS:**

* **Communication skills**: Possess excellent articulation capabilities and I consider this my strongest asset. Writing and collating my thoughts in a manner that conveys meaning to the audience, is my passion. Bringing clarity to thoughts that translate into words during communication is an area that I continue to work on.
* **Ownership & Responsibility**: Have actively participated in various social activities in the educational and workplace environment.
* **Organizational & Time Management skills**: I have developed effective skills in time management, organization, planning, execution and goal setting through my previous organisations where I had multiple tasks to be taken care of at the same time.
* **Adaptability**: I have been able to learn quickly and grasp the details of the job profile.
* **Teamwork**: Team player with the ability to lead, manage and motivate others.

**STRENGTHS:**

* ExcellentCommunication and Enterprising Interpersonal Skills
* Strategic Team work and Effective Leadership
* Being Compliant to Organizational Governance
* Energetic and self-motivated
* Good PC Skills specially MS Office.

**INTERESTS:**

* Listening toMusic
* Classical Singing, Rhythmist, Dancing and Physical Fitness

**LANGUAGES KNOWN**

* Fluent in English, Hindi& Marathi

**PERSONAL DETAILS:**

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| **Date of Birth** | : 4th July 1990 |
| **Gender** | : Male |
| **Nationality** | : Indian |
| **Marital Status** | : Single |
| **Date of Issue** | :24/02/2015 |
| **Date of Expiry** | : 23/02/2025 |

**Place of Issue : Mumbai**

**Visa Status** :**Residence Visa**

**I hereby declare that the above information provided is true to the best of my knowledge and belief.**

**Reference available on request.**

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| **Place: Dubai, UAE** | **Ninad** |