**Atique Ahmed Waseem Pasha – CV No 2009598**



**CURRICULUM VITAE**

### Personal Details

**Nationality:** Indian

**Date of Birth:** 4/12/1994

**Languages known:** English, Urdu and Hindi

**Availability:** Immediate

### Career Objective

* To seek a respectful position in an organization, that provides numerous opportunities for continuous learning in a professional as well as a friendly atmosphere. Also, to seek a challenging position where my skills shall be utilized, while attaining organizations growth and finally to implement what I have learnt academically and professionally in order to attain higher level of knowledge in the fast pace world.

### Education

* 12th grade CBSE from Indus World School, Sainikpuri, Hyderabad. (2013)
* Subjects covered were Accounts, Economics, Business Studies, Physical Education and English.
* Bachelor’s in Business Administration (BBA) from Osmania University, Hyderabad. (2016)

* The modules cover a range of areas such as Accounting, Finance, economics, Human

 Resource, Marketing and Management skills.

### Employment History

* **Big Shot Motors Jan 2013 – March 2014**

 ***Customer service Representative [Customer service]***

Job Profile:

* To ensure prompt and courteous handling of all enquiries from customers.
* Customer service, sales skills, patience and the ability to gain the confidence of clients by pitching in a few installment schemes by which the client could buy the vehicle within his level of satisfaction, which in turn would be my responsibility to reach out on a delayed payment through phone calls and even personalized visits so that the payment could be made in the given period of time.
* **Tech Mahindra May 2014 - Feb 2015**

 ***Customer service and Technical support representative [Verizon telecom]***

 Job Profile:

* Handling the customer’s queries and assisting them in a best possible way.
* Assisting customers with issues related to their internet connection and problems related to their computers.
* Customer service,technical skills, sales skills and the ability to gain trust of our customers to help them and provide solutions in the best possible way.
* **Nov 2015 – Aug 2016**

 ***ITES support and customer service representative [Microsoft Corp.]***

 Job Profile:

* Assisting in the maintenance of Microsoft Flagship stores in USA. Making sure that the customers at our stores do not face any inconvenience in their experience.
* Handling issues related to employee workstations.
* Providing solutions on fixing Microsoft office related applications.
* Backup Team Lead.
* creating presentations and excel sheets for the operations manager to provide statistics of the targets achieved in every month by the entire team.

### Skills

* Possess excellent computer related knowledge with proficiency in MS. Office Applications.
* Good communication skills.
* Preparation of manual vouchers such as Cash Vouchers, Bank Vouchers, Sales Vouchers.

### Reference

* Available Upon request.

**Declaration**

I hereby declare that the information furnished above is true to the best of my knowledge.

Regards,

Atique Ahmed.

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| **Atique Ahmed Waseem Pasha – CV No 2009598**To interview this candidate, please send your company name, vacancy, and salary offered details along with this or other CV Reference Numbers that you may have short listed from <http://www.gulfjobseeker.com/employer/cvdatabasepaid.php> addressing to HR Consultant on email: cvcontacts@gulfjobseekers.comWe will contact the candidate first to ensure their availability for your job and send you the quotation for our HR Consulting Fees.  |