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|  ***Mohd*** **E-Mail:**-***Mohd*.335077@2freemail.com****Personal Data:**-Date of Birth: 24-April-90**Sex :** Male**Category :** General**Marital Status :** Single **Nationality :** Indian**Hobbies:**Listening music,Interacting with peoples,Spend time with family & friends.**Languages known:** * English(Fluent)
* Hindi(Native)
* Urdu(Fluent)
 | Objective- To get a place in an organization, where I can add my skill & knowledge to take the organization to its highest position in way of better development.**CURRICULUM VITAE**Strength* Can work effectively in team, as well as individually.
* Highly adapted to learn new views/ideas/technologies.
* Good communication skill.
* Dedication towards work.
* Easily adjusted in any type of environment.
* Having a lot of patience & Positive thinking.

Computer Skills* ADCA DIPLOMA
* INTERNET
* **MS- OFFICE**
* **TYPING Speed (30-40 WPM)**
* Software’s Operating

Academic Qualification**Class UNIVERSITY/BOARD DIVISION** **High School U.P BOARD** **1st** **Intermediate U.P BOARD** **1st** **Graduation (B.sc) Dr. R.M.L.A.U 2nd** Professional Expérience (Almost 5 Years Above)* **NSB BPO Solution Pvt. Ltd. (Airtel Process)** As a **Spoke Manager** form 09-Nov-12 to till date

**Job Responsibilities:-*** Handling Spoke Team Data entry operator, physical auditor and pick-up Executives
* Handling the Distributers and TSM’s queries regarding CAF(Customer application Form) rejection or Pickup executive
* Maintaining the beat plane of Caf (Customer application Form) pickup and set the pickup executive routine beat wise
* Handled the (Customer application Form) activation related queries and complaints
* Responsible for Quality maintenance of physical documents and Data entry
* Responsible for Caf(Customer application Form) and Sef (Subscriber Enrolment Form) handover to Zonal office for hub receiving and scanning under the TAT%(Total Analysis Time)
* Responsible for Inward to Data entry TAT%(Total Analysis Time) and Scanning TAT%(Total Analysis Time)
* Office maintenance infrastructure and instructions for keep cleaning and necessary things available at the office
* **Kent RO.** As a Sales Executive from 02-Sep-11 to 01-Nov-12

**Roles & Responsibilities:-*** Supporting and encourage the team for product sales
* Align the team route wise
* On call provide demonstrations for customer satisfaction
* Handling the customer complaints
* Door to Door service for interested customer to Sale new product
* Responsible for Each month of target achievement

Declaration I hereby declare that the above mentioned information is correct up to my best knowledge and I bear the responsibility for the correctness of the above mentioned particulars. Date:- 18-Jan-17 Signature (Mohd Moin)  |