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| ***Mohd***  **E-Mail:**-  [***Mohd*.335077@2freemail.com**](mailto: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) |