CURRICULUM VITEA



AZHAR

**EMAIL**:Azhar.335292@2freemail.com

**CAREER OBJECTIVE:**

Aiming to be associated with a progressive organization that gives me support to update my knowledge and skills in accordance to latest trends and be part of a team that dynamically works towards growth of organization.

**EDUCATIONAL QULIFICATIONS:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Study** | **Board/University** | **Year Of** | **Percentage** |  |
|  |  | **Study** |  |
|  |  |  |  |
|  |  |  |  |  |
|  | Jawaharlal Nehru |  |  |  |
| **MBA** | Technological | 2011-2013 | 71% |  |
| **(MARKETING)** | University, Hyderabad |  |  |
|  |  |  |
|  |  |  |  |  |
| **BSc** | Osmania University, |  |  |  |
| Hyderabad | 2008-2011 | 61% |  |
| **(comp)** |  |
|  |  |  |  |
|  |  |  |  |  |
|  | Board of intermediate |  |  |  |
| **Intermediate** | Education, A.P | 2006-2008 | 71% |  |
|  |  |  |  |  |
|  | Board of secondary |  |  |  |
| **S.S. C** | Education, A.P | 2005-2006 | 62% |  |
|  |  |  |  |  |

**PERSONAL SUMMARY :**

* MBA (Marketing) from, Jawaharlal Nehru Technological university Hyderabad.
* Receptive and hardworking nature
* Project done on consumer behavior from LG electronics.

**PASSPORT DETAILS:**

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |
| **Passport place of issue** | **:** | Hyderabad |
| **Passport date of issue** | **:** | 14/11/2012 |
| **Passport date of expire** | **:** | 13/11/2022 |
| **PERSONAL DETIALS** |  |  |
|  |  |
|  |  |
| **Date of Birth** | **:** 14-05-1991 |
| **Gender** | **:** Male |  |
| **Religion** | **:** Muslim |
| **Nationality** | **:** Indian |  |
| **Marital Status** | **:** Single |  |
| **Languages known** | **:** English, Hindi, |
|  | Telugu and Urdu |

**HOBBIES:**

* Browsing internet
* Playing cricket
* Chatting with friends

**WORK EXPERIENCE:**

**BRANCH COORDINATOR**

From (June 2015 to October 2016)

Organization: RP Telebuy sky shop Pvt Ltd

Designation: Sales Associate

Location: Nizamabad

**JOB RESPONSIBILITIES:**

* Provide administrative support for the branch, answering questions of the customers, and providing full information’s.
* Maintain records of goods in and goods out.
* Maintain part time personnel files of the branch.
* Assist in training and provide system / computer support for branch.
* Team handling
* Delivery coordination.
* Schedule service request of clients and ensure technicians attend them efficiently
* Handle telephone calls, emails.
* Address billing issues, delivery schedules, late payments, and office maintenance issue
* Maintained and submitted documents to the head office for auditing purposes
* Assigned daily targets for the branch staff and provided support in accomplishing them

**COMPUTER SKILLS:**

* Operating system (windows XP and windows 7)
* MS-Office {Ms-Word, Ms-Excel, Ms-PowerPoint}
* Command on Windows Installations of all types
* Hardware concept
* Well known about internet
* Typing speed 40 words per minute

**STRENGTHS:**

* Patience, Punctuality & Discipline
* Ability to work hard under time and accuracy pressures
* Confidence on my work and smart plans
* Good communication skills

**KEY SKILLS**

* Ability to perform market research and analysis.
* Flexible and adaptable, able to work well individually and within a team
* Ability to convince and handle situation.
* Strong experience in offering operation support
* Outstanding computer and multi – tasking skills.
* Excellent interpersonal skill, team work

**MARKETING AND SALES**

From (August 2014 to May 2015)

Organization: Karur Vysya Bank

 (On the payroll of speed jobs consultancy)

Designation: Direct Sales Associate

Location: Nizamabad

**JOB RESPONSIBILITIES:**

* Approach to customers and detailing all credit card, mortgage loan, personal loan, home loan, gold loan, car loan, recurring deposits, fixed deposit, insurance products & services.
* Explain details about bank accounts opening as per the customer requirements.
* Collects require documents from the customers to precede the further process.
* Review their own performance and aim at exceeding their targets.
* Maintain and develop good relationship with customers through personal contact or meetings or via telephone etc.

I hereby declare that the above mentioned information

is true and correct to the best of my knowledge.

**Place** **:**

**Date** **:**