 CURRICULUM VITAE

FIROZ

FIROZ.336880@2freemail.com

OBJECTIVE

Highly organized, having strong interpersonal communication skills. Acquired abilities to deal with people all levels in modern market and take independent decisions in high pressure environment very quickly. A confident self-starter with level of motivation towards acceptance and desire.

SKILL SET

* Ability to plan and prioritize work activities effectively
* Sincere and flexible to any work environment
* Highly disciplined
* Excellent team player and with resulted oriented
* Dedication, Sincere & Working are base

EDUCATIONAL ATTAINMENT

* Bachelor of Arts (from Zakir Husain P G College – Delhi University) 2010
* One year Diploma in Computer Application

Computer Skills

* MS Office, MS Word, Excel, Internet Explorer Etc…

WORK EXPERIENCE

* 6 month worked at a Personal Injure Claim in Glow Business Solution as a Claim Adviser International BPO UK Process.
* 4 years worked in Delhi Metro as a Customer Executive
* 1 year worked in Spenco Domestic BPO as a Customer Executive.

PERSONAL DETAILS

Sex : Male

Date of Birth : 01/02/1990

 Nationality : Indian

 Languages Known : English , Hindi & Urdu

 Marital Status : Married

 Visa Status : Visit Visa (Transferable)

PASSPORT DETAILS

 Date of Issue : 29/09/2014

 Date of Expiry : 28/09/2024

CONCLUSION

I hereby declare that the particulars given above are true to the best of my knowledge. If you provide me an opportunity, I shall work to the best of my ability in coherence with organizations mission and vision.