Resume

**ABDUL**

[**ABDUL.339289@2freemail.com**](mailto:ABDUL.339289@2freemail.com)

Objective

To engage in a career that will allow for progress in terms of expertise, socio-economic development and innovation through exposure to new ideas for professional growth as well as growth of the company.

Work Experience

**Company name: Moto Venture.**  **Dec 2015 – Nov 2016**

Retail Sales executive

Responsibilities Include:

* Ensuring that all customers receive excellent service through direct salesmanship, and prompt and courteous service.
* Advises customers by providing information on products.
* Processes payments by totalling purchases; processing checks, cash, and store or other credit cards.
* Documents sale by creating or updating customer profile records.
* Contributes to team effort by accomplishing related results as needed.

**Company name: Mphasis March 2015- Nov 2015** Technical support analysis

Responsibilities Include:

* Deliver service and support to end-users using and operating automated call distribution phone software, via remote connection or over the Internet
* Interact with customers to provide and process information in response to inquiries, concerns, and requests about products and services
* Identify and escalate priority issues per Client specifications;
* Accurately process and record call transactions using a computer and designated tracking software;
* Follow up and make scheduled call backs to customers where necessary;.

**Company name: Patel Nafia commercials** **June 2014 – Feb 2015**

Stock Controller

Responsibilities Include:

* To maintain inventories of products and supplies for retailers and wholesalers.
* Manage and maintain the company’s material and stocked product inventory including stock profiles and stock locations.
* Minimise overstocks and removal of obsolete / redundant raw materials to maximize availability of working capital.
* Ensure incoming product is receipted and managed appropriately according to company procedure.
* Ensure materials are ready and available for production as and when required.

Academic Qualification

* **Bachelor of Business Management 2014**

Rosario College of Management studies, Mangalore

* **Pre- University Education Board 2011**

St. Joseph’s P.U College, Bajpe

* **Secondary School Leaving Certificate 2009**

Ansar High School, Bajpe.

Technical Skills

* Microsoft Office tools
* Tally ERP.9 (certified)
* Daceasy (certified)
* Busy (certified)
* Peachtree (certified)

Other Qualifications

* Under the **Manipal Institute of Computer Education**® (MICE), I have completed course with titled **Diploma in E-Business.**
* Has successfully cleared the assessment for the role of **Trainee Associate** conforming to National Skill Qualification Framework level-3.

Achievements

* As a President of National service scheme (NSS) Association I successfully organized a blood donation camp in my college and also managed different types of events.
* Conducted a project report of a company (Girias).
* Awarded as a Best performer of a months’ (May and July) in Mphasis .

Personal Information

**Date of Birth :** 6th September 1993

**Gender :** Male

**Languages Known :** English, Hindi.

**Nationality :** Indian.

Declaration

I declare that the above particulars filled in by me are correct and true to the best of my knowledge and belief.