***CURRICULUM VITAE***



***SADIQ***

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Dubai, UAE.

PROFESSIONAL OVERVIEW:

With a sound academic background, I have been provided a solid foundation of disciplines, values and work ethics. This combined with my enthusiasm and a desire to succeed allows me to perform and respond efficiently and effectively to the demands of various business environments.

CAREER OBJECTIVE:

I am seeking a position that will provide me the opportunity to obtain a career growth oriented position by setting standards of excellence and to help the company achieve its objectives and boost its corporate image.

EDUCATION:

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| **Course** | Board | Year |
| M.B.A. | JNTU – Hyderabad, India | 2016 |
| B.Com. | Osmania University – Hyderabad, India | 2012 |

EXPERIENCE:

**Marsh Consultancy Services Pvt. Ltd. (India) (from June 2012 - December 2016).**

***Sr. Backend Executive***

* Prepare the customers verification reports of Credit Cards, Auto and Home Loans etc.
* Tele Verification of Credit Cards and Loan Customers.
* Allocation of daily adhoc requests to team members and make sure the timeline are followed with accuracy.
* Preparing daily productivity reports of all the team members.
* Preparing monthly billings of team members.
* Follow-up on the status of loans with Executives.
* Submit information to concern banks on regular basis.
* Provide feedback through emails in case if any.

**Terabeam Proxim Wireless Pvt. Ltd. (India) (January 2010 - May 2012).**

***Data Processing Executive***

* Used to take care of complete Data Processing.
* Collect Email ID’s of clients which are attached with organization.
* Enable new partners in Sales force.
* Maintained the complete price book of the items.
* Make changes in products and prices upon request like end of life (EOL), slow moving products.
* Use to upload new products on Social Media.

Technical Skills:

* Computer Skills : MS-Office (Word, Excel, Power Point, Outlook).
* Typewriting : Lower Grade
* Typing Speed : 60 wpm

PERSONAL DETAILS:

* Date of Birth : 15-08-1987
* Gender : Male
* Religion : Islam
* Marital Status : Single
* Language : English, Urdu & Hindi
* Hobbies : Playing Cricket & Indoor Games