# 

**SHAHNAWAZ**

[**SHAHNAWAZ.344763@2freemail.com**](mailto:SHAHNAWAZ.344763@2freemail.com)

**Marital Status: Single**

**D.O.B : June 15th,1984**

**Current Location Dubai**

**Visa Status Visa Valid till May 5th 2017**

**Availability Immediate**

**Language English, Hindi, Urdu**

**Objective-**

To work in a challenging atmosphere which provides environmentstimuli for growth in order to globalize my career and to keep pace withrapidly changing world, with zest and without any prejudices.

**Educational Qualification**

* **Foreign Trade management (IIMT) Chennai 2006**
* **MBA Shivneri IBM, Pune University (Marketing) 2009**
* **B.B.A. (Marketing)Barkatullah University 2005**
* MS Office Certificate IIHT Mumbai 2010

**Working Experience---**

**Hotel International M.P IndiaJan2015 till December 2016.**

**Working in Hotel International a budgetary hotel handling multiple responsibility**

* Supervision,Telecalling ,Online Marketing of Rooms ,front desk officer ,customer care executive ,check in check out entries,etc.

**Fast Track Real Estate Developers, M.P(Bhopal) September 2012 till Nov 2014.**

**Sales&Marketing Executive---**

**Taking care of Sales and Marketing of Duplex’s, Flats, Plots,(Commercial & Non Commercial).**

**Major Responsibilities-**

* Taking Care of site Visits.
* Doing calling to be in touch with existing and new customers.
* Maintain Daily Report.
* Taking Part in Promotion, shows, fairs.etc
* Maintain Customer data Base.
* Giving Presentation of the Project.
* Target Oriented Stagiest.

**GTPL (Gammon India Ltd Group) Mumbai,India April 2010 till June 2012**

**Construction Base Company, Responsibilities –**

**As the Admin Executive--**

Reporting directly to AGM (HR).

* Maintain record of Site & H.O Employees..
* Working on Payroll Sheets
* Working on recruitment.
* Visiting Site for routine Admin work.
* Sometime Insurance.
* Conducting Interviews.