Mohammad

Mohammad.347327@2freemail.com

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| **Career Objective** |

To accept challenging work and get suitable position in this completive atmosphere by contributing my skills for growth of company

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| **Job experience** |

I am working as a**International sales executive in Asia and Africa General trading LLC.** In**Noida India**Since 15 sep 2016 to till now.

JOB RESPONSIBILITY

* Responding to the incoming mails and sending new mails to the clients.
* Handling incoming calls.
* Making outbound calls to the client and briefing them about the products.

I worked as a**adviser** in **AL-Imam charitable foundation**. Since 15 dec 2013 to aug2016 .

JOB RESPONSIBILITY

* Attend all general meetings.
* Attend all executive committee meetings.
* Explain NGO policy to the entire membership at a general meeting once a year.
* Attend all group activities.
* Keep the office files in NGO office.
* Recommend programs speaks etc .

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I worked as a hardware assistant in I NASA COMPUTER in 2008.

JOB RESPONSIBILITY

* Assembling computer and formatting .
* Softwareinstallation .

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| **Professional Qualification** |

**Master of Business Administration** (MBA) from G.C.R.G Memorial Trust Group of Institution Lucknow, which is affiliated to **G.B.T.U, Lucknow. Uttar Pradesh.**

* Major area of specialization is **marketing.**
* Minor area of specialization is **IB (international business)**

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| **Project And Training** |

* 45 Days **Summer Training** from **Vodafone** Private Limited under Mr. Vinod Kumar after II Sem of MBA.

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| **Academic Qualification** |

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* **M.A.** Completed With Urdu From **LucknowUniversity**in 2014**.**
* **B.A** From **Shia P.G.** College Sitapur RoadLucknow in 2010.
* **10+2 (Biology)** from Janta Inter College Ambedkarnagar**(U.P. Board)** in the year 2007.
* **10th** From Jafriya National Inter College **(U.P. Board)** in the year 2005.

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| **Computer Proficiency** |

* **A.D.C.H.N** (Advance diploma computer hardware and networking) From G.T. Computer Institute HussianGanjLucknow.
* Known well internet surfing .
* Operating MS word , Excel.