**RESUME**

Date:-

**Dear Mr. /Ms.**

I am very much interested in the position which is available in your prestigious organization. I am a post graduate (M.B.A. Finance) from Anwar-Ul-Uloom College, Hyderabad India and am actively seeking employment with firms. My course in Financial Implementation, Operations Management and Supply chain management has given me a solid base upon which I plan to build my career.

During my college internships, I dealt with a variety of budgets and conducted financial research while handling numerous administrative duties. That experience allowed me to learn important skills and to develop the confidence needed to succeed in a competitive environment.

I have enclosed my resume for your review and I hope it fits the criteria. Thank you for your time and consideration.

I look forward to hearing from you soon.

Sincerely,

**Shafi**

[Shafi.348281@2freemail.com](mailto:Shafi.348281@2freemail.com)

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***Career Objective:***

To excel in corporate field and be a part of a dynamic organization where I can improve my skills and grow up with the organization and meet the organizational objective.

***Educational Qualification:***

**Masters in Business Administration**

Anwar Ul-Uloom Institute of Business Management, Hyderabad

Under Anwar ul-uloom college of business management Osmania University, Telangana State

2013-2015

**Bachelor of commerce**

Shadan College for boys Khairtabad

2009-2012

**XII Standard**

M.S junior College Masab Tank,

Hyderabad

2007-2009

**X standard**

Loyola High School

Vijay Nagar colony

Hyderabad.

2007

**Computer skills** –have working knowledge on Tally ERP, Focus, Peachtree ,system operator, MS-office, database system

***Work Experience:***

***VERTEX Business Associate***

***COMMUNICATIONS*** *(customer satisfactions and request & compliant* ***Pvt.ltd***  *handling)*

***key responsibilities-***

*Handling calls and dealing with customer problem and handling team of 14 member, helping them and*

*Motivating them in order to get target of every day*

*Online sale and also product promotions as well from 5-Nov- 2012 to 29-Sept-2013*

***HEAL HEALTH CARE Operational and Financial Manager***

***HERBAL & cupping*** *Profile-deals patient counseling business development*

***Hospital*** *outsourcing, marketing, auditing, staff handling doctors scheduling Maintain Financial records via Tally software.*

*From 09-Nov-2013 to 08-Feb-2017*

***Strength:***

Adaptability, having good leadership quality

***Current CTC-2.64 lakhs per Annum***

***Personal Details:***

Date of Birth: 24-05-1992

Gender: Male

Nationality: Indian

Marital Status: Single

Languages Known: English, Hindi & Urdu

***Passport details***

Date of Issue : 03/01/2011

Date of Expiry : 02/01/2021

Place of Issue : Hyderabad

***Declaration:***

I hereby declare that the above mentioned information is true to the best of my knowledge.

Place: Hyderabad