**Tausif**

**Tausif.355863@2freemail.com**

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| **Personal Profile:**  |
| I am an energetic, enthusiastic and self-motivated individual with excellent analytical, organisational, and creative skills. I am an exceptional communicator and I am able to work well in a team environment as well as using my own initiative with positive manner. I would like to work in organisation, where I can learn new business ideas, ethics and gain a wealth of knowledge.  |
| **Skills:** |
| * **Adaptability:**
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| * I adopt organisation’s culture very fast. Also I have a better understanding regarding the work. I always managed myself as per organisation’s requirements.
* I am very flexible, co- ordinate and capable in organisation towards management system. From management background. It’s easy to implement my skills in the success of the company.
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| **Analytical:** |
| * During my academic studies, I have analysed business models and developed marketing concepts and strategy for small as well as large organisations.
* I have constructed complex accounting rules and management theory, to improve concepts in terms of how this effect in organisations.
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| **Communication:** |
| * Established understanding and resolved queries with a pressurised customer service environment.
* Delivered presentation at University, explaining complex business concepts to groups of five to twenty people and prepared written academic assignments.
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| **Team work:** |
| * Working collaboratively with colleagues in various work environments. Responsibility for coordinating work and motivating a team of four front line staff to achieve sales targets.
* Experience of working in teams during academic projects which involved planning, delegation and coordination to ensure high quality work was submitted with in deadlines.
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| **Education:** |
| **University of Ulster London Campus** **(M.SC International Business from UK)** | **2012 -2013** |
| Bhavan’s college of Comm.& mgmt., IndiaPost Graduate Diploma in Business Management.  | 2008 - 2009 |
| **The Maharaja Sayajirio University of Baroda,** Bachelor of Commerce, **(Accounting & Finance)**  | **2004 - 2008** |
| **Employment:**

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| **Marks & Spencer Reliance India pvt.ltd. Sales Advisor August 2013 – March 2017**  |
| * **Role model the highest standards of customer service with the team.**
* **Understand customer needs and build a rapport with customers.**
* **Execute all operational procedures effectively.**
* **Assist in cashier training and provide support to cashiers where required.**
* **Manage customer complaints and queries resolving them to the best of my ability.**
* **Ensure adequate learning and development in myself towards company’s requirement.**
* **Knowledge about Finance and operating work.**
* **Responsible for the day to day running of the store, maintaining standards, ensuring legal compliance checks on pricings.**
* **Knowledge about Store performance report, Day closing system report, Petty cash report etc.**
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|  **Burger King, London** |  **Team Member** | **2012-2013**  |
| * Taking food orders from customers
* Ensuring all health and safety regulations are complied with whilst working in the kitchen
* Ensuring all areas are clean and tidy
* Ensuring all customer requirements is met.
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| **Interest and Hobbies:*** **I have a strong interest in current affairs about business. I like travelling in new places. I enjoy participating in various sporting activities such as Badminton, Basketball, and Table tennis.**

**References:****Available on request** |