**Tausif**

[**Tausif.355864@2freemail.com**](mailto:Tausif.355864@2freemail.com)

|  |  |  |  |
| --- | --- | --- | --- |
| **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:** | | | |
| * 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. | | | |
| **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. | | | |
| **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. | | | |
| **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. | | | |
| **Education:** | | | |
| **University of Ulster London Campus**  **(M.SC International Business from UK)** | | | **2012 -2013** |
| Bhavan’s college of Comm.& mgmt., India  Post Graduate Diploma in Business Management. | | | 2008 - 2009 |
| **The Maharaja Sayajirio University of Baroda,**  Bachelor of Commerce, **(Accounting & Finance)** | | | **2004 - 2008** |
| **Employment:**   |  | | --- | | **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.** | |  | |  | | | | | |
| **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. | | | |
|  | |  | |
|  | | | |
| **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** | | | |