**SHAIKH**

**SHAIKH.364591@2freemail.com**

**PROFESSIONAL OBJECTIVE**

**An enthusiastic person who seeks for a better opportunity where there is a**

**Room for advancement and personal growth related to his education and**

**Professional experience as well as his trainings acquired.**

**PROFESSIONAL EXPERIENCE**

**CELIO FUTURE FASHION Ltd. (Mumbai) (2 years) (sales)**

* **Working as a counter salesman & cashier.**
* **Sells ladies & gents apparels.**
* **Assist Customers In Their Needs.**
* **Maintains Orderliness And Cleanliness Of The Showroom Display.**
* **Handling cash machine.**
* **Reporting to finance manager.**
* **Makes sales report.**

**GEBBS HEALTH CARE SOLUTIONS Pvt. Ltd. (Mumbai) (2 Years)(KPO)**

* **Worked as a Account Receivable Executive.**
* **Sells Insurance To US Citizens.**
* **Assist Existing Insurance Holder For Claiming Medical Bills.**
* **Co  Ordinates with the Insurance Department in US for Queries & Outstanding Payments.**
* **Reporting to Team Leader.**
* **Makes Sales & Account Report.**

 **Working as a team coach in GENESIS INFOTECH SERVICE PVT LTD.**

 **( From Feb 1st 2014 to feb 20th 2017.)(BPO)**

 ***Description:***

**Developed strong relationship with base customers for on going business, ensure a high**

**Satisfaction rating with the installed customer base by regular contact.**

**Monthly inventory and sales reports generation.**

**Taking calls and giving support to customer.**

**Following the supplier while maintaining physical stock.**

**Achieved monthly targets.**

**Maintaining daily sales reports and reporting to the manager.**

**Follow up customer problems and provide immediate solution.**

 **Ability to handled a team and always like to perform with team member.**

**PROFESSIONAL QUALIFICATIONS**

* **EDUCATIONAL ATTAINMENT**
* **S.S.C. Maharashtra State Board Of Secondary Education (2006 - 2007)**
* **H.S.C. Maharashtra State Board Of Secondary Education (2008 - 2009)**
* **Bachelor Of Commerce Mumbai University (2009  2012)**

**ACHIVEMENT, TRANINGS AND SEMINARS ATTENDED**

* **Customer Service Training (Gebbs Health Care Solutions Pvt. Ltd)**
* **Effective Salesperson Training (First Source Pvt. Ltd)**

**SPECIAL SKILLS**

* **Driving, Riding and Computer Literate.**

**PERSONAL DETAILS**

**Birth date : 15th Sept, 1991**

**Civil Status : Single**

**Religion : Islam**

**Sex : Male**

**VISA DETAILS**

**Date Of Issue : 26th March, 2017**

**Nature Of Visa : Visit Visa**

**Date of expiry : 19th june 2017.**

**LANGUAGE KNOWN**

**English : Read, Write & Speak.**

**Hindi : Read, Write & Speak.**

**Marathi : Read, Write & Speak.**