**Mohd.**

[**Mohd.365286@2freemail.com**](mailto:Mohd.365286@2freemail.com)

**Application for the Post of Administrator, Customer Care, Coordinator**

***Objective:***

To seek a position in a reputable company where I can put my knowledge and hard work for the growth and development of myself & the organization.

***Work Experience:***

2009 – 2013 Self Employed & worked as SalesHyderabad, India.

2015 – 2016 Vodafone Store as Counter Sale & Service Mumbai, India

Responsibility Handled

* Handling Walk in Customer & Converting to Sales.
* Data entry of the New Customer.
* Resolving Customer Query.
* Follow up with the customer till their cases are closed in System.
* Handling Cash from Customer by adding amount to Mpesa account for the Customer
* Day end submission of Cash to the Manager.
* Day & Month End Report submission of New Sales & Resolved Query.

***Educational Qualification:***

* *Bachelor in Islamic Studies in 2008 & Hifzul Quran Lucknow, India*
* *1 year Diploma in Arabic Language 2006*
* *6 Month Computer Course in Basic MS Office*
* *1 year Diploma in Hardware & Networking in Computer from Mumbai – India.*
  + *Trouble Shooting*
  + *Cabling*

***Personal Detail:***

Nationality : Indian

Date of Birth : 08.01.1985

Language : Urdu, English, Telegu & Arabic Communicable

Visa : Visit Visa valid till 27-Jun-17