

**MEHAR**

**MEHAR.366555@2freemail.com**

***Applied for the post of Receptionist (Oman)***

***objective***

*Seeking for substantial responsibilities where my past with various experiences would be fully utilized in a career opportunity and where making a significant contribution to the success of my employer which will gain me a career advancement opportunity.*

***EDUCATIONAL QUALIFICATION***

* Secondary School : Saviour Convent Sr. Sec School
* Graduation : Jamia Milia Islamia University Delhi (2006)
* MBA (Marketing ) : Sikkim Manipal University Delhi (2011)

***work experience***

* ***RADHI CONSULTANTS (OVERSEAS RECRUITER) 07/2014-till now***

***Worked in a licensed consultancy and very well aware with the work permit procedure of Middle East.***

***Responsible for hiring candidates and matching them to temporary and permanent positions with suitable positions in respective companies.***

***Advice both clients and the candidates on salary levels, training requirements, and best suited options.***

* ***RUHANI GROUPS (OFFIC CORDINATOR) 02/10 - 04/2014***

 ***Responsible for general office and clerical duties.***

 ***Customer service is the priority as I am the first point of contact for customers.***

* ***HDFC BANK (SALES DEVELOPMENT MANAGER) 06/2008 - 04/2010***

 ***Holding a team of 10 executives for doing life insurance.***

* ***ICICI BANK (EXECUTIVE) 10/2006 – 05/2008***

 ***Selling both life as well as health insurance with variety of policies as per the customer needs and demand.***

 ***Personal Skills:***

1. Ready to accept flexible works
2. Trust worthy
3. Quick Learner
4. Punctual.
5. Well organized, Loyal & hardworking.
6. Professional Committed.
7. Travel to Saudi Arabia n Dubai for work.
8. Capable to deal with all the matters like salary, client orientation, visits, dictations etc.

***declaration***

* I certify that all the details provided above are all correct according to my knowledge and belief.