**Curriculum Vitae**



**Mubarriz**

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**Job Roles: Sales and Marketing**

Career Objective:

I want to serve in an organization where I can use my abilities and experience to the fullest and grow along with the company.

I am Honest, Smart working, intelligent, good communication and interpersonal skills, good understanding and quick grasping power, organized and focused approach towards a particular task.

Work Experience:

**Company**: Tata Teleservices (KLK Building)  
Designation: Sales Supervisor   
Period: August 2015 to Feb 2017

**Nature of Work**: Mainly consumer sales and handling queries regarding activation and deactivation, billing and network related issues of new and existing customers.

**Company**: A & S Inc, Perfume Place (U S A)

6501 Grape road, Mishawaka,

University Park Mall,

South bend, Indiana 46545.

96 River Oaks Center, Calumet City, Chicago   
Designation: Sales Supervisor 60409  
Period: Aug 2010 to June 2015

**Nature of Work**: Managing merchandise, motivating sales associates to reach target

Negotiate price, costs, and promotional activities with head office.

Gathering market and customer information and reporting to the higher management.

Check quality of merchandise in display and stock.

Keep the head office informed regarding sales and order information.

Manage 2 stores in different malls 1 in Chicago 1 in Indiana, from inventory to managing employees pay structure, holidays and incentives.

**Company**: **Dell International Services (Hitec city)**

Period: Feb 2008 – Oct 2009  
worked on two processes Canada Care & Technical support

Canada Care: Taking calls regarding order status, order delivery, shipping details, follow up each and every call and taking complete ownership of all the calls and emails received.

US Consumer Technical Support: Troubleshooting Desktops, Laptops and Printer. Software troubleshooting includes installation and un installation of operating systems win XP, vista, Application support for MS Outlook, Windows Mail setting up wireless connections on laptops and printers LAN, WAN and generating revenue by up selling all electronic products like TV’S, printers, projectors, external hard drives, upgrading or selling warranty etc (selling anything and everything on our website **Platform**: Siebel Oracle.

**Company**: Times of India (B.Hills)

Designation: Sales support / rechecking

Nature of Work: Taking care of circulation of new paper in sales and assisting Marketing Executives in respect of training and filtering leads (Temporary Job)

Period: August 2003 -Sep 2005

**Technical Skils:**

Operating System: Windows XP/vista/ 7 /win 10  
Application Packages: Siebel/Oracle   
Extensive exposure to Browsing and   
Academic Qualification: B.Com Graduate (2005)