**Attention: H R Department,**

**Dear Sir / Madam**

 I would like to take this opportunity and present myself to you as **SALEEM** having total 3.8 years experience, currently working with

SEB Groups as Benefits Ops Administrator (Health Benefits Division) for Canada Mid-Market before this as Backend team member at FIS Global Information Services in Chat/Emails ( Vodafone – United Kingdom ) and Also in Justdial.com

I would welcome the opportunity to work in your company and merge my talent, experiences and enthusiasm as per your requirements.

You may reach me via **Mobile C/o 971501685421 or Email** **saleem.377776@2freemail.com**Thank you for your time and consideration, I will be looking forward in hearing from you soon.

**Thanks & Regards,**

**SALEEM**

**CURRICULUM VITAE**

**SALEEM**

Mob C/o 971501685421

Email: **saleem.377776@2freemail.com**

**Date of issue 27/02/2014**

**Date of expiry 26/02/2024**

**Place of issue Delhi (India)**

**OBJECTIVES:**

Seeking a result oriented position that expands my knowledge of function, coordinating where. I can apply my interpersonal skills and be a part of team that helps achieve the organizations success.

**EDUCATION PROFILE:**

* **10th From Central Board of Secondary Education Board Delhi in 2009.**
* **12th From Central Board of Secondary Education Board Delhi in 2011.**
* **Bachelor of Arts From Hans Raj College University of Delhi.**

**OTHER SKILLS**

* **Health and Management Certificate –IOSH ( United Kingdom )**
* **Diploma In Industrial Safety & Fire Management ( Jharkhand Industrial training Institute – Ranchi India )**
* **A, B and C certificate – National Cadet Corps ( Indian Army )**

**TECHNICAL SKILLS**

* **Microsoft Excel.**
* **Microsoft Word.**
* **Internet.**
* **35 Words Per Minute English Typing**

**STRENGTHS:**

* Good communication and follow up skills
* Interpersonal skills
* Leadership quality
* Co-operation & co-ordination
* Experience
* Self confident
* Sincerity & Hard working

**ROLE & RESPONSIBILITIES:**

* Maintaining good dealings with clients
* Detailed study of scope of work
* Taking responsibility and finish the task before deadline
* Maintaining daily work progress and its records
* Achieve the goals as per time schedule

 ***EMPLOYMENT HISTORY***

**Organization Justdial.com**

**Designation Information retrieval officer**

**Duration 04 June 2014 to 17 Oct. 2015**

**Organization FIS Global Information Services**

**Designation Team Member (Backend Chat/Emails for Vodafone.uk) Duration 19 Oct. 2015 to 11th Feb 2017**

**Organization SEB Groups**

**Designation Benefits Ops Administrator ( Canada Mid-Market )**

**Duration 9th March 2017 to till now.**

**PERSONAL DETAIL**

**Date of Birth : 14th May 1992**

**Marital Status : Unmarried**

**Language Known : English, Hindi and Urdu**

**Hobbies : Running & Listening Music**

**Nationality : Indian**

**Religion : Muslim**

**Sex : Male**

**DECLERATION**

 **I hereby declare that the above given information Is right to the best of my knowledge and I request that please give me a opportunity to prove myself with the growth of your Company.**

**Date: Feb/16/2018**

**Place: Delhi (India) (SALEEM)**