**FAIZ**

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C/o-Mob: +971 505891826

Address: Muroor road, Abu Dhabi, UAE

**OBJECTIVE** 



To obtain a challenging position in a dynamic organization and be an integral part of growth oriented company. To utilize and grow my analytical, research and technical skills in Administration and Systems.

**SUMMARY OF EXPERIENCE AND SKILLS** 



* Worked as an Admin Assistant at PEPS Mattress Kannur, India
* Talented Microsoft Office Professional with Pro Skills in Excel, Word & PowerPoint.
* Installation and Troubleshooting of Software’s and Hardware Devices.
* Excellent Communication and Email Drafting Skills.
* Quick Learner with immense interest in Innovation.
* Installation and Troubleshooting of Operating System.
* Good Computer and Keyboard Skills.
* Professional Team Player.

**CAREER HISTORY** 



**Admin Assistant** **January 2017 – December 2017**

**Company Name: PEPS Mattress Kannur, India.**

Peps is India’s largest Inner Spring Mattress Company with a product line up that rivals the best in the world. The mission of the team is to maintain the strengths of the business with consistent quality products, good customer service, and an all-round pleasant shopping experience for customers.

* Preparing statistical report for management review and planning purposes.
* Ensuring timely delivery of ordered items to customer premise.
* Handling administrative and logistics matters of the company.
* Supporting the sales team to achieve their monthly target.
* Preparing monthly expense reports.
* Developing and implementing various administrative procedures.
* All other administrative tasks required for smooth running of the office.
* Answered Phones, screening calls as needed.
* Handling post dated cheques by coordinating with Accounts department.
* Collect and Maintain PC Inventory.
* Devising and Maintaining Office system.
* Managing E-mail and Correspondence.

**Sales Executive**

**Company Name: Airtel Telecom**

**May 2016 – December 2016**

Bharti Airtel Limited is an Indian global telecommunications services company based in New Delhi, India. It operates in 16 countries across South Asia and Africa. Airtel provides GSM, 3G, 4G LTE and Volte mobile services, fixed line broadband and voice services depending upon the country of operation.

* Met monthly sales quotas and activity levels on a consistent basis
* Designed and implemented strategies to cross-sell and up-sell services to existing customer base.
* Generated sales revenue via telemarketing lead groups and cold calling



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* Responded to and resolved all account disputes
* Maintained and updated sales activity records in tracking system

**ACADEMIC & PROFESSIONAL PROFILE** 



**Bachelor of Business Management (BBM) (2016).**

Kannur University, Kerala

**Higher Secondary Education**

Central Board of Secondary Education

**High School**

Central Board of secondary Education

**AREAS OF INTEREST**

* Administration
* Accounts
* Sales and Marketing

**PERSONAL PROFILE** 



Date of Birth

: 28th April 1993

Marital Status

: Single

Nationality

: Indian

Languages Known

: English, Hindi, Malayalam & Tamil.

Interests

: Music, Movies, Travelling and Sports.

References available upon request.

I hereby assure that I will ascent according to your expectations and all above said information’s are true and correct to the best of my knowledge and belief.

**FAIZ**



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