Mustafa

Email ID: Mustafa.381454@2freemail.com

**Career Objective**

To convert knowledge acquired academically into specialized professional applicability, a wider corporate exposure, to hone my skills on the lines of the industry growth, in order to best suit the firm’s interests.

**Academic Credentials**

|  |  |  |  |
| --- | --- | --- | --- |
| **Level** | **Year** | **Institution** | **Performance** |
| TYBMS | November, 2017 | Royal College | A |
| HSC | June, 2014 | Burhani College | 74.92% |
| SSC | June, 2012 | Saifi High School | 70.91% |

**Computer Proficiency**

|  |  |
| --- | --- |
| Platforms | Windows 2000/XP/Vista/7/8. |
| Tools | MS-Office (2003,2007,2010), Tally |

**Professional Experiences**

* New Babji Traders. (November 2017- June 2018)

Worked as a Sales & Purchase Representative, Business Development Executive, Marketing Executive & Retail Sales Associate.

* Babji Tours & Travels.(May 2016-October 2017)

Worked as a Client Relationship Executive, Service Representative & Sales Executive.

* Lubna Traders. (January 2015-May 2016)

Worked as a Sales & Purchase Executive.

* Colombowala Associates. (October 2012-November 2014)

Worked as a Junior Account Assistant

**Co-Curricular Activities**

* Successfully completed an add on course in “Digital Marketing” conducted in Royal College in the year 2015-2016

**Extra-Curricular Activities**

* Worked as an active member of the Core Committee in Royal College from 2016-2017.
* Worked as an active member of the Newsletter Committee in Royal College from 2014-2017.

**Interpersonal Skills**

* Versed in gracefully handling situations and open communication.
* Possesses efficient skills needed to work in a group as well as lead.
* Good grasper and ability to execute tasks assigned to me.

**Personal Details**

Date of Birth : 19th August, 1996

Gender : Male

Marital status : Unmarried

Nationality : Indian

Languages known : English, Hindi, Marathi & Gujarati.

***I hereby declare that the information given above is true to the best of my knowledge & belief.***