 BASIL

**DUBAI**

🖂 **Bazil.383523@2freemail.com**

# Software Proficiency

* MS Office
* MS Word

# Personal Details

Date of Birth: 23/06/1994

Sex: Male

Marital status: Single

Issue: Kozhikode

# Languages Known

* ENGLISH,
* HINDI,
* MALAYALAM,

Visa validity:**20-October-2018**

**OBJECTIVE:**

A qualified professional with over 1&1/2 years of experience in India where I handled wider responsibilities. Well-organized and self-motivated individual with the ability to work autonomously while adhering to self-imposed deadlines. Strong people management & interpersonal skills and well versed in legal & practical implications of port calls. Acquired an excellent knowledge of Logistics, shipping & general administration, good IT skills, able to diplomatically interact with multicultural environment, flexible, detail- oriented and self-motivated individual who is looking for a challenging role in a team-oriented environment

**HIGHLIGHTS OF PROFESSIONAL EXPERIENCE**

Employer: **Airtel** Tele Communications Kannur, Kerala

Designation: **SALES AND CUSTOMER SERVICE**

Duration: 01/07/2015 to 31/12/2016

**ROLES AND RESPONSIBILITY**

* Maintain and expand business in the assigned area.
* CAF Collection and payment follow-up.
* Negotiate agreements and resolves potential issues or problems with clients.
* Develop sales network and price structure to support BD team and increase revenues
* Implement customer service procedures to ensure customer satisfaction.
* **MASTER OF BUSINESS ADMINISTRATION** in **International business**as Distance Education, from PUDUCHERRY, INDIA, under

**ACADEMIC CREDENTIALS**

**PONDICHERRY University**, in 2017

* **BACHELOR OF BUSINESS MANAGEMENT**from **MES** College Kuthuparamba, KERALA, INDIA under

**KANNUR University**, in 2015

**CERTIFIED COURSE**

Certified in **LOGISTICS AND SUPPLY CHAIN MANAGEMENT**

**TECHNICAL SKILLS:**

* Proficient in Microsoft Office tools – Word, PowerPoint, and Excel.
* Proficient in Windows Operating Systems – XP, Vista and 7.
* Basic knowledge of hardware of the computer.

**SKILL SET**

* Excellent team player & motivating leader
* Interactive skills
* Intelligent Organizing & managing abilities
* Ability to Cop up with failures and a quick learner

**STRENGTHS AND ACHIEVEMENTS:**

* Proven ability to lead & motivate a service-oriented team in a fast-paced environment.
* Strong interpersonal & teamwork skills to empower influence & reach a resolution with direct reports, colleagues & leaders.
* Well organized with strong analytical skills.
* Good communication skills

**DECLARATION:**

I hereby declare that the above-mentioned information is correct up to the best of my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars. I will be available for an interview at your Convenience and look forward to hearing from you soon.