 ALEEM

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### Objective

To work in globally competitive environment on challenging assignments that shall yield the twin benefits of the job satisfaction and steady-pace professional growth. Strong initiative & work ethic willing to put as much time as needed to accomplish goals and ensure the company’s growth.

### Experience

#### Customer Service Representative & Tele sales • sendmygift, India • Mar 16 – Oct 17

* Outbound and Inbound customer support, Chat Support
* Queries on Product, Payment, Delivery, Charges related issues clearance.
* Make quick and accurate responses to customers that issue common queries
* Attending campaigns and keeping all the records related to customers
* Prepare reports & presentations on any adjustments queries
* Processing the information and keeping data safe related to the customers

#### Relationship Officer, Business Development Executive • HDFC Bank , India • Mar 2012 – Feb 2016

* To promote the sales of various personal banking products in the allocated markets
* To achieve sales targets agreed with the direct sales manager
* To conduct promotional activities groups meetings and road shows to achieve budgeted sales volume. This is with respect to establishing company tie-ups for selling cards
* Managing achievement of sales objectives by setting sales targets

#### Sales and Marketing Executive, Business Operations • KSP Corporation Pvt Ltd, India • Oct 2009 – Feb 2012

* Handling internal and external communications and management systems
* Active participation in the leadership team for strategic business planning, implementation & client interaction
* Upkeep of office administrative facilities and ensure availability of daily miscellaneous requirements to provide harmonious work culture to the employees
* Specialization in handling back office operations, inter office correspondence, confidential mails, monthly billings, cheques etc.

### Education

* HSE 12+ from Board of Intermediate Education (Mathematics, Physics, Chemistry)

### CoRE skills

* Sales skills, Excellent product knowledge, competitive awareness and bench marking
* Very strong communication and organization skills
* Computer Application: MS Office, All windows operating Systems

### STRENGHTS

* Sincere & dedicated to work
* Leadership, Problem solving and Decision making
* Computer/Technology
* Analytical, Strong work ethic
* Ability to grasp the new skills very fast
* Hard working, comfortable to work as independent or in group

### HONORS, HOBBIES & activities

* Participated in Bank Era of Business development and management, Large scale events of Business Management
* Passionate about the latest technologies, Internet Geek
* Hobbies: Photography, Cooking, Travelling, Learning Languages

### personal details

* Marital status: Unmarried
* Date of Birth: 27/07/1992
* Religion: MUSLIM (ISLAM)
* Languages: English, Hindi, Telugu, Urdu
* Notice Period: Available immediate