**RESUME**

 Rajasab

Email: rajasab.383663@2freemail.com

**CAREER OBJECTIVE :**

An optimistic “never giving up” attitude will ensure my best performance at all times. An unending desire to learn and communicate while I work and providing my efforts to attain job satisfaction.

**PERSONAL AND PROFESSIONAL PROFILE :**

Able to work under tremendous pressure and meet deadlines with ease and efficiency. Good inter personal relation and communication skills.

**EDUCATIONAL QUALIFICATION :**

* Completed H.S.S.C through Goa Board in March 2006
* Completed S.S.C through Goa Board in March 2004.

**ADDITIONAL QUALIFICATION :**

* Computer Applications inclusive of Computer Fundamentals, DOS, Windows, Word, Excel, PowerPoint &internet.
* Completed Tally 9 from Digicom computer Education in panajim Goa 2010.

**OTHER ACHIVEMENTS :**

* Received “Product Champion Certificate” For Kabbadi in MES College and other Athletics medals.
* Many more in Dance, Quiz and Creativity competition.

**WORK EXPERIENCE :**

**1** Worked for City Center for Splash outlet in **State of Kuwait**.

 Designation : Sales Executive/ Customer Service agent

 Duration : 1 year

**JOB RESPONSIBILITIES:**

* Customer service,
* Push products to achieve targets.
* Supervise Floor and to maintain display
* Help colleagues, opening and closing task.

**2** Worked in **Saudi Arabia Jeddah**, as an Office Secretary for the period of 1 year

 Designation : Office Secretary

 Duration : 1 year

**3.Worked for John Players franchise showroom in goa India Designation : Sales person**

 **Duration : 1 Year**

**Jobdescription & Responsibility:**

* **To greet customers for the day welcome them to store**
* **To know their need and looking for**
* **Show them varieties of their choice**
* **Let customers havesome time to think & decide**
* **Make sure sale happen while reaching customers satisfaction**

**3** Worked for Altisource business solution in Goa

 Designation : call center agent/ specialist

 Duration : 1year 6months

**JOB RESPONSIBILITIES :**

* To make calls to customers inform the about their mortgage loan amount
* To convince them to pay the amount in convenience way
* To generate GPN letter to the customer on behalf of clients
* Checking KYC of customers.
* Keeping track of clents and follow-up’s
* Maintaining sales track and updating, forward to Manager

**Total Experience in Sales/ Customer service 4years**

**SKILL SET**

* Good convincing & communication skills in English, Hindi & Arabic.
* Computer Knowledge.
* Fast Learner.
* Customer Satisfactory.

**Personal Details**

Date of Birth : 07/04/1989

Gender : Male

Marital Status : Single

Religion : Muslim

Nationality : Indian

Languages known : **English, Hindi, Arabic**, Konkani & Marathi.