 **SHAREEF**

Email: [shareef.390237@2freemail.com](mailto:shareef.390237@2freemail.com)

**CAREER OBJECTIVE**

Iam looking for an opportunity to obtain challenging and responsible position in Professional managed organization . Where I can utilize my skills Effectively For the growth of organization.

**EXPERIENCE**

**PAI INTERNATIONAL ELECTRONICS PVT LTD** *27/09/2016 - 04/10/2018*

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Designation : Sales Representative

Responsibilities :-

\*.Greet and assist customers as they shop for new products.

\*.Suggest applicable and relevant upsells to help customers walk out the door with everything they need.

\*.Meet weekly, monthly and quarterly sales quotas.

\*.Learn how products work and how to troubleshoot issues with customers.

\*.Prepare and submit weekly sales reports to management.

\*.Assist other team members with transactions when necessary .

\*.Utilize company resources to develop a filing system that keeps all active sales files available digitally and in hard copy form.

\*.Take the lead on organizing the resources necessary to put together high qualitysales presentations. \*.Ensure the inventory of custom sales presentation materials such as brochures and presentation folders is always up to date.

\*.Act as the primary customer service contact for clients who have questions about their accounts or our products.

\*.Work with other departments within the company to bring in additional help on creating sales presentations when needed.

**KARVY LTD** *03/06/2015 - 20/09/2016*

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Designation :- Customer Support Officer ( L2 Officer )

Responsibilities:-

\*.Answer incoming customer phone calls and take appropriate action for each call.

\*.Maintain customer satisfaction ratings based on explicit criteria set forth by the company.

\*.Attend mandatory training sessions to stay updated on product or company policy changes.

\*.Use company policies to determine if there can be an immediate resolution to a customer issue .

\*.Input data into the company computer platform to keep each customer record updated.

**EDUCATION**

**Jawahar High School**

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SSC

60%

2010

**Srinivasa Junior College**

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Intermediate

62%

2013

**Acme Degree College**

****

Graduation

60%

2018

**TECHNICAL SKILLS**

Knowledge of Security Operations and Procedure.



Safety Management/Professionalism/Reporting Skills.



Ability to Handle Customers.



**ACHIEVEMENTS & AWARDS**

Won an award for the Valuable Player in Cricket Team Won an award for in School Science Exhibition Perfect attendance Award



**INTERESTS**

Playing Cricket



Reading Books



Listening Music



**PERSONAL STRENGTHS**

Hard Working/Positive thinking/Good Management/Team Work/Good Communication

**PERSONAL PROFILE**

Date of Birth

: 27/04/1995

Marital Status

: Single

Nationality

: Indian

Known Languages

: English/Hindi/Urdu/Telugu