##### Syed

##### [Syed.15949@2freemail.com](mailto:Syed.15949@2freemail.com)

***Overview***

Experienced executive with seven year of combined experience, Effective planned, coordinate and meet deadlines of multiple assignments. A dedicated team player with strong problem solving skills, can handle tremendous pressures, can easily adapt to any changing situations. Demonstrated Ability to: Establish and maintain good rapport and effective working relationships work effectively and maintain good relations with a variety of employees and departments in a multi-cultural environment.

***Career Objective***

To be a part of an organization by sharing and enriching knowledge and skill, At the same time enhancing my overall growth. To work for a challenging and rewarding career where I can utilize my skills.

**EDUCATIONAL QUALIFCATION**

***Academic:***

Passed 12 Grade - Falcon Crest School –Bhopal India

* 10 + 2 M.P Education Board (India)

***Current Education:***

* + B.com graduate -Eastern Institute for Integrated Learning in Management university

( EIILM )SikkimIndia.

* + Minor in Mass Communication

***IT Expertise:***

* Expert of Ms Office MS Word, Excel, Windows operating systems.
* Complete Internet & E-mail Knowledge.
* Well-developed typing speed

**PROFESSIONAL EXPERIENCE:**

##### [Retail Asst. operation](http://www.linkedin.com/search?search=&title=Retail+operation+supervisor&sortCriteria=R&keepFacets=true&currentTitle=CP&goback=%2Enpe_*1_*1_*1_*1_*1_*1_*1_*1_*1_*1_*1&trk=prof-exp-title" \o "Find others with this title) Manager:[Technosat ICHD](http://www.linkedin.com/company/2718814?goback=%2Enpe_*1_*1_*1_*1_*1_*1_*1_*1_*1_*1_*1&trk=prof-exp-company-name)**-**[Broadcast Media](http://www.linkedin.com/search?search=&industry=36&sortCriteria=R&keepFacets=true&goback=%2Enpe_*1_*1_*1_*1_*1_*1_*1_*1_*1_*1_*1&trk=prof-0-ovw-industry" \o "Find other members in this industry)(K.S.A)

 An independent turnkey satellite communication solution provider (Middle East and North Africa)June 2012 – july 2014

***Responsibilities:***

* I oversees and directs the activities of the operations department or operations staff of the company.
* I am responsible for a wide spectrum of responsibilities and must be able to multitask with ease and proficiency.
* The position requires regular and often daily interaction with all company departments.
* The required abilities and skills of the position vary greatly depending on the type of business.
* Regardless of the business category, project prioritization and time management,  
  as the demands of the position are varied and numerous.
* I am proficient in oral and written communications remain cognizant of all company policies and procedures, and able to inspire employees to exceed goals.
* Working long hours and having a flexible schedule.
* In a less visible capacity, I work behind the scenes to ensure smooth operations throughout all departments.
* I reviews departmental and individual employee performance and prepare related assessment reports, maintain activities logs, monitor productivity, and prepare reports for management, which may suggest procedural or personnel changes.
* All this is done with the overall quality, productivity and profitability of the company in mind.

**Office Administrator:** Max Enterprises-: Distributors for Britania cakes and biscuit ,Cadbury of India.May 2010 – November 2011 (1 year 7 months)

***Responsibilities:***

* Responsible of sales team of twenty salesman for old city.
* Market development for co product.
* Merchandise & promotional activities.
* Collect and distribute daily, monthly and annual reports of to Department Heads
* Prepares Daily & monthly sales report of sales representatives for computations of sales incentives
* Handle all Cash Sales vouchers and manage Petty cash
* Do other job as may be assigned from time to time
* Managing general administrative responsibilities
* Assist in preparation of required documentation for marketing materials in accordance with directive from Manager
* **Customer Service Connection Dept**–Reliance Mobile BhopalIndia

March 2009 – May 2010 (1 year 3 months)

***Responsibilities:***

* Responsible for customer connection regarding post paid line.
* Responsible for achieving top line sales target walk in as well as out calls
* Handled all Cash sales transaction – accountable for daily sales closing
* Monitored monthly customer connection and report directly to the customer service manager with sales generated.
* Liaised with other department for administrative and formality matters

**Customer Investigation Officer Loan Dept -** Bhopal co-operative bank of india.January 2006 – November 2008 (2 years 11 months)

***Responsibilities:***

* Prospecting new clients applies for loans.
* Responsible for investigating clients documents and correct information for loan purposes
* Maintained databases of the customers after approval of loans.
* Responsible for correct information of the prospect clients and report directly to the loan dept. manager.

***Areas of Strength***

* Planning & managing matters on necessary occasions.
* Leadership Skills & Universal Values
* Optimistic and a forward thinker
* Well-organized, disciplined.
* Self confident & hardworking.
* Patient & ambitious.

Skills-

* Team Management
* Vendor Management
* MIS
* Key Account Management
* Management
* Team Leadership
* CRM
* Retail
* Customer Satisfaction
* Customer Experience
* Business Strategy
* Performance Management

***Languages Fluency:***

English - Written, Spoken

* Hindi - Written, Spoken
* Urdu - Written, Spoken

**Place** – bhopal

**PERSONAL DETAILS**

* Status – Single
* Date of Birth – 05 / May / 1987
* Nationality – Indian
* Place of birth - Kuwait

Passport-Validity :- 11/05/2015

Valid Indian driving license

Valid Saudi driving license

