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| **Ameer** | | | |
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| **Desired Position**: HR Admin Assistant / Customer Service Representative  **Email Id**: [**Ameer.287597@2freemail.com**](mailto:Ameer.287597@2freemail.com)  C:\Users\MUHAMMED1\Downloads\Documents\HSBC-logo.png | | |  |
| **Career Summary** | | | |
| **HR Admin Assistant / Customer Service** with more than **Three years'**of experience in retail customer service and banking organization with handling customer queries and staff assisting  My current role as **Document Verification/HR Admin Assistant** in **HSBC Bank** Dubai - UAE. | | | |
| **Career Objective** |  | **Core Competencies** | | |
| With a professional record that speaks  volumes; I aspire to carve a niche for  myself in an organization where my  professional experience, skills, and  knowledge can contribute to achieving  the organizational goals. Concurrent  career growth, self-development,  continuous learning is my  expectations from my perspective  employer. |  | * A hard-working and enthusiastic team player. * Able to communicate effectively at all levels. * Quick learner, Proactive and able to problem solve effectively in challenging situations. * Flexibility to manage multiple tasks at once whilst working to set deadlines. * Comfortable to work with a variety of systems and processes that are constantly evolving. * An ability to take the initiative and Adaptable to change. | | |
| |  | | --- | | **PROFESSIONAL EXPERIENCE:**  **Job Title:** HR Admin Assistant/Documents Verification(From June 2014 to June 2017)  **Address:** HSBC Bank - Dubai UAE  **Job Description in HSBC Bank**   * Handling customer's queries and answering a phone call. * Mainly focusing on customers documents and verifying   with HSBC server and updated on daily bases.   * Coordinating with different departments and answering   threw phone calls & using Lotus hub and outlook.   * Managing customer files threw companies of record   management vendors archiving and retrieving documents  from managing vendors on demand of customers requirements.   * Ordering stationary products including software and hardware   equipment like ink cartages scanning machine components etc.   * Maintaining customers records on up to date and sending notification   to customers for outdated licenses and Emirates ID etc.   * Developing new business opportunities and looking after existing customers     **Job Title:** Administrative Assistant(From Sep 2010 to Aug 2013)  **Address:** Bhartia Airtel Pvt Limited - Telecom Industry - India.  **Job Description in Bhartia Airtel Pvt Limited**  Bhartia Airtel Limited it's a telecommunication company which provide a wide-range  network broadband services network in all over India.     * Sell telecommunications products and services to both individuals and companies. * Build market position by locating, developing, defining, negotiating, closing business relationships. * Identify, contact and build relationships with prospective customers through a combination of telephone and in-person cold calls, networking and referrals to obtain appointments. * Leverage the CRM system to develop prospecting and sales strategy that ensures high activity and effective closing ratios * Book and install new lines/circuits/bundles/services to meet established monthly quotas. * Submit pricing and pre-qualification requests reflecting the client's requirements * Maintain an updated database in sales database including all activities, partners, and opportunities with their current status. * Maintain open and effective lines of communication throughout the organization to maintain a sense of teamwork, enthusiasm, pride, and quality workmanship. | | | | |
| **ACADEMIC QUALIFICATIONS:**   |  |  |  |  | | --- | --- | --- | --- | | **Name of examination** | **University/Board** | **Year/Passing** | **Class** | | Bachelor in Accounting and Commerce | Kakitaya University | 2013 | First Class | | Intermediate Junior college | Board of Intermediate | 2009 | Second Class | | SSC –Islamic Model High School | Board of secondary | 2005 | Second Class | | | | |
| **COMPUTER PROFICIENCY:**   * **Computers literature well versed with internet and web browsing** * **Microsoft ( Office, Word, Excel, & PowerPoint),** * **programming languages basic C, C++, Etc,** | | | |
| **PERSONAL INFORMATION:**  **Date of Birth:** 19th May 1988  **Gender:** Male  **Nationality:** Indian  **Marital status:** Single  **Languages are knows:** English, Hindi, Urdu, Telugu, & Have fair understanding of Arabic | | | |
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