**CURRICULUM VITAE**

**AARIF**

**Personal Information**

Gender: Male

Date of Birth: 15th Sept 1985

Languages: English & Hindi

Marital Status; Married

Email Address aarif.380798@2freemail.com

Nationality India

**OBJECTIVE**

I want to succeed in a stimulating and challenging environment, contributing in the

success of the company, and having opportunity for professional growth &advancement.

**CORE SKILLS**

* Negotiation skills, Optimization, Delegation, Influencing and Leading, Online Marketing Foundation.
* Team Leadership, Cross functional communication skills, Good follow through,Customer Service Orientation & Administrative, Active Learning, Active Listening.

**WORK EXPERIENCE:**

**ALYASRA FASHION GROUP**

**2017-TILL DATE (DUBAI)**

**Duties:**

**Retail - Operation& Sales Coordinator**

* Managed and maintained key strategic client relationships.
* Maintained sales pipeline records and updated as required.
* Performed troubleshooting to anticipate account complications and client queries.
* Assisted with training staff in integrated marketing solutions.
* Increased annual sales by 25 percent in second half year.
* Identified, engaged and qualified vendor partnerships.
* Increased corporate market position and revenue.
* Recommended improvements in service & operational procedures.

**PEOPLE GROUP – E COMMERCE**

**2013 -2017 (MUM BAI, INDIA)**

**Duties:**

**Senior Operation Executive**

* Managed team operations.
* Constant focused on detailing of Operation from different aspects W.R.T System Performance, Productivity & Efficiency.
* Participated in pricing the solution/service and customer acquisition.
* Kept clients informed by notifying them of preferred sales and future merchandise of potential interest.

**HSBC – BACK OPERATIONS**

**2009 -2011 (MUM BAI, INDIA)**

**Duties:**

**BACK OFFICE ASSOCIATE**

* Coordinated with all the departments in conjunction with Operations and Sales staff to resolve loan disbursal issues.
* Scrutinized and processed loan documents in collaboration with credit and sales team.
* Contributed to team effort by accomplishing related results as needed.
* Maintained HSBC Audit standards.

**HSBC – CARD PRODUCT DIVISION**

**2007 -2008 (MUMBAI, INDIA)**

**Duties:**

**PHONE BANKING OFFICER**

* Queries related to Balance on card, due date payment, information on available reward points, card transaction history, late payment fees, finance charges etc., were informed over the phone to customers on less turnaround time.
* Card cancellation, report of lost/stolen card was deal with utmost priority, abiding by the verification check of the customers.

**Education Background**

**2014 | Master of Commerce**

• Mumbai University, Mumbai, India

**2006 | Bachelor of Commerce**

• Tolani College of Commerce, Mumbai, India

**INTERESTS:**

* Playing Cricket: Helps me to work as a team player.
* Reading: Helps me to train my mind.
* Listening to Music: Source of de-stressing**.**
* Traversing

**ACHIEVEMENTS & CO-CURRICULAR ACTIVITIES**

• Managed a Student project to develop weekly Business & Marketing news podcast

• Member of Student project to organize a conference for 20+ professionals