**RASHID**

**Email:** **Rashid.392257@2freemail.com**

**Career Objectives**:

To work in a dynamic and reputed organization that can utilize my inherent talent, capabilities and acquired skills to the maximum.To enhance career development by gaining work experience in organizations and to promote and achieve goals of the company through professional expertise. I have an ambition to explore new ways to do things, learn new skills, do quality work and make a real impact on modern life.I look forward to work in challenging conditions where I can enhance my commercial and conceptual knowledge.

**Personal Details:**

Date of Birth : 31 August 1990

Languages : English, Hindi, Urdu &Arabic

Marital Status : Single

Nationality : Indian

 Other Skills : Proficiency in MS Office and MS Windows, Excellent Internet Proficiency.

**Educational Qualification:**

|  |  |  |
| --- | --- | --- |
| **Course** | **Year Of Passing** | **Institution** |
| S.S.C. | 2005 | B.S.E.B. |
| H.S.C. (Commerce) | 2007 | B.I.E.C. |
| B.A. (Economics) | 2011 | R.D. National College(University of Mumbai) |

**Work Experience:**

**1)Organization:Prime Realtors** (Real Estate) in Mumbai (Bandra West) Mar 2007 to Dec 2010

Areas of Responsibility:

* Customer Service(Attending Calls) and meeting expectations of the customers
* Computer Operator
* Making Daily Reports

**2)Organization: Nadi Al Etisalat** (Mobile Company) in Saudi Arabia (Riyadh) May 2012 to May 2013

Areas of Responsibility:

* CustomerService
* Sales Executive
* Solved Customer Issues
* Implemented strategies to improve sales.

**3) Current Organization: ANI Technologies Pvt. Ltd. (OLA),** Andheri (East) Nov 2014 to Till Date

**Current Position: Senior Executive (Operation & Sales) &Team Leader**

Areas of Responsibility:

* Handling Field Executives and backhands.
* Increasing the Sales and Numbers.
* Allocating task to the team.
* Ensuring the performance of the team is of a high standard.
* Reporting to the management.
* Discuss and resolving problems.
* Ensuring the targets are achieved.
* Document Verification.
* Crowd Management.
* And any other duty assigned to me on the daily basis.