ARSHAD

RESUME

**Email:** [arshad-396369@2freemail.com](mailto:arshad-396369@2freemail.com)

**Objective:** To make a positive contribution as part of your dynamic & well-reputed organization in a position where my management, decision-making and communication skills will be utilized.

## ACADEMIC QUALIFICATIONS

|  |  |  |
| --- | --- | --- |
| BACHELOR OF BUSINESS ADMINISTRATION | HUMAN RESOURCES | SAVITRIBAI PHULE PUNE UNIVERISTY (2012-15) |
| ISC (12th) | COMMERCE | DAYANAND PUBLIC SCHOOL (2012) (ISC) |
| ICSE (10th) | COMMERCE | DAYANAND PUBLIC SCHOOL (2010) (ICSE) |

**WORK EXPERIENCE**

# Bank in India

**Designation:** Bank Marketing Representative

**Duration:** July 2017 to Sept 2019

**Nature of work:** Market banking products to potential customers

Promote Saving accounts, Recurring Deposits, special deposit accounts and more to interested parties. Process necessary documents for a customer to open account or deposit in bank. Update and manage contact database with accurate profiles, notes, and relevant information.

# Travel Agency in India

**Designation:** Admin & Sales Executive

**Duration:** May 2015 to June 2017

**Nature of work:** Tours Package & Ticketing, Visa Stamping and Processing

Greeting customers, responding to queries and providing outstanding customer service. Operating cash registers, managing financial transactions, and preparing sales report.

## COMPUTER SKILLS

* Proficient in handling Ms-Word, Ms- Excel, Ms-Power Point
* Good Typewriting speed (30w/pm)
* Internet savvy

## PERSONAL ABILITIES

* Ambitious, hardworking, energetic and well disciplined
* Positive thinking, self-motivated and flexible
* Good communication skills
* Soft spoken
* Good oral and written skills

## HOBBIES

Listening to music, travelling, playing cricket, chess.

## PERSONAL DETAILS

**Date of Birth:** 23rd JAN 1993

**Languages Known:** English, Hindi

**Marital Status:** Single

## DECLARATION

I hereby declare that the given information is correct and true to the best of my knowledge and belief. I am also confident of my ability to work in a team and I will prove myself to be worthy of the confidence placed in me.

**ARSHAD**