



## CURRICULUM VITAE

### RAJIV ALAM



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 [rajivalam73@gmail.com](mailto:rajivalam73@gmail.com)

 Assam, India

#### Career Objectives

Seeking a dynamic and challenging role significant to my qualification and experience , providing a highly motivating, progressive and friendly environment that allows pursuit of career and knowledge advancement while satisfactorily achieving the organisation goals.

#### Education Qualifications

Course	Institution	University/Board	Year of Passing	Percentage
BSC (Physics)	North Lakhimpur College(Autonomous)	Dibrugarh University	2019	64.7%
12 <sup>th</sup> /HS	Reverend William Ward Jr. College	AHSEC	2016	76.8%
10 <sup>th</sup> /HSLC	G.S Pradhan English High School	SEBA	2014	72.66%

**Certification** : Post Graduation Diploma in Computer Application (PGDCA)

#### Personal Qualities and Skills

- Post Graduation Diploma in Computer Application(PGDCA 1year)
- MS Office
- Tally ERP9
- Programming Language : C ,C++, and visual basic.
- Software : Linux , windows XP, Windows 7, Windows 8,Windows 10.
- Excellent interpersonal and communication skills.
- Self confident, Analytical & well organised .

- Good organisation skills with emphasis on quality.
- Honest and Trustworthy.
- Communication to trustworthy.
- Keen to learn new skills.

## Professional Experience

**Name of Organisation**

**SONY India Private Limited ,**

**August 2019 to December 2020**

**Kholie Enterprises(Retail Showroom)**

**Naharlagun, Arunachal Pradesh , India**

( Indoor sales Representatives cum cashier)

### Roles & Responsibilities

- Present ,Promote and sell products using solid arguments to existing and prospective customers.
- Establish, develop and maintain positive business and customers relationship.
- Reach out to customers lead through cold calling.
- Coordinate sales effort with team members & other departments.
- Monitor and control reception area.
- Establishes and maintain quality service and positive interaction with all.

## Personal Data

**Name** : Rajiv Alam  
**D.O.B** : 23/07/1997  
**Sex** : Male  
**Marital Status** : Unmarried  
**Nationality** : Indian  
**Religion** : Muslim  
**Passport No** : U7074480  
**Email** : [rajivalam73@gmail.com](mailto:rajivalam73@gmail.com)  
**Language known** : English, Hindi, Bengali, Assamese  
**Country** : India

## Declaration

I am confident that i will be able to perform my duties to your entire satisfaction. If you fell my background qualifies me for a position with your firm please do the needful.The information stated above is real & true to the best of my knowledge.

Place : North lakhimpur Assam

( Rajiv Alam )