CURRICULUM VITAE

# AQEEL AHMED

Nationality:-Indian DOB: - 03 July 1992

Marital status: - Single Passport No: - M6012062 Mobile number: - 8801728104

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# Address: - Sanath Nagar,Hyderabad.

## PROFESSIONAL STRENGTHS:-

* Excellent communication, interpersonal and leadership skills.
* Systematic approach, quick adoptability to new techniques.
* Good ability to work with and motivate the team with a positive approach.
* Keen for challenging assignments and adaptable to any situation.

## EDUCATIONAL CERTIFICATES:-

* Masters of Business Administration from Osmania University, Hyderabad- INDIA

(Year 2018)

* Bachelor of Commerce from Osmania University, Hyderabad - INDIA (Year - 2016)
* Intermediate from Board of Intermediate Education
* CBSE

## WORK EXPERIENCE

* Worked as “**Telesales officer**” in **ICICI Lombard**

**(Health Insurance Renewal Department**), Hyderabad from Nov 2017 till Nov 2018

Responsibilities

➢ Contact existing customers to inform them about a product or service

➢ Answer questions about products or the company

➢ Ask questions to understand customer requirements and close sales

➢ Enter and update customer information in the database

Handle grievances to preserve the company’s reputation

➢ Keep records of calls and sales and note useful information

* Worked as “**Customer Support Executive** “in **Karvy Hyderabad** with **Phone Pe Process** from Feb 2019 till March 2020
* Working As a **Cashier's in** Mens wear showroom Hyderabad till date.

TECHNICAL SKILLS

* Courses : Computer Hardware & Advance Networking,
* Operating systems : MS-DOS, XP, 7, 8 & 10.
* Applications : MS-Office , Quick book
* Diploma in : MCSE (Microsoft certified solution expert)

## LANGUAGES KNOWN

* + English - Excellent
  + Arabic - Average
  + Urdu - Excellent
  + Hindi -Excellent

**INTERESTS & HOBBIES**

* Socializing with others
* Swimming

## DECLARATION

##  I hereby declare that the information furnished above is true to the best of my knowledge and belief

## Born in Hyderabad – India, Brought-up in Kingdom of Saudi Arabia and completed primary & high school education in Saudi Arabia Later, Graduation & Masters from Hyderabad-India

Date:

Place: Hyderabad

## (AQEEL AHED)