

CURRICULUM VITAE

Md Sharif Alam

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CAREER OBJECTIVE:

A career that provides opportunities for personal and professional development as well as to contribute to the organizations effectiveness in order to take the company to the top position where ever I work.

EDUCATIONAL QUALIFICATIONS:

- Completed **Master of Computer Application** from **Jamia Hamdard University** in 2014.
- Completed **Bachelor of Computer Application** from **Jamia Hamdard University** in 2011.
- Completed Intermediate from **K. B. Jha College Katihar** in 2008 under **BSEB Board Patna**, with subjects **Physics, Chemistry, and Mathematics**.
- Completed **Class X** from **Barsoi High School** in 2006 under the **BSEB Board Patna**.

SOFT SKILLS:

- Operating Systems: Windows XP/Vista/7/8/10.
- Word Processing: MS Word, MS Power Point, MS Excel.

INDUSTRY SKILLS:

- Highly motivated and driven, with the ability to achieve aggressively high goals.
- Excellent ability to demonstrate, promote, and sell.
- Capable of working in a team or individually.

INDUSTRY EXPERIENCE:

- Previously Worked with **ICICI Bank** Gurgaon Branch as a **Sr. Sales Executive(Credit Card)** from November 2017 to June 2020.
- Previously Worked with **Hyper Drive Information Technologies (P) Ltd.** Gurgaon as a **Sales Executive** from June 2016 to October 2017.
- Previously Worked with **Mypeepal Technologies Pvt. Ltd.** Noida as a **Sales Officer** from June 2015 to June 2016.

DUTIES AND RESPONSIBILITIES: ICICI BANK

- Educated and sold customers on the benefits of various products.
- Answered any inquiries raised about pricing and availability.
- Ensured that customers have a pleasant experience.
- Closing sales and achieving sales targets.

DUTIES AND RESPONSIBILITIES: HYPER DRIVE TECHNOLOGIES

- Communicating with customers, making outbound calls to potential customers, and following up on leads.
- Understanding customers needs and identifying sales opportunities.
- Answering potential customers questions and sending additional information per mail.
- Keeping up with product and service information and updates.

DUTIES AND RESPONSIBILITIES: MYPEEPAL TECHNOLOGIES

- Creating and maintain a database of current and potential customers.
- Explaining and demonstrating features of products and services.
- Staying informed about competing products and services.
- Up selling products and services.

PERSONAL SKILLS:

- Flexibility to work for long hours, good communication skills, willingness to learn.
- Good Leadership quality enhances my performance as a team player to achieve the group objectives.
- Highly self motivated and goal oriented professional.
- Strong Inter-personal organizational skills.
- Sincerity towards job and punctuality.
- Able to cope under pressure.
- Can work independently or as a part of team.

PERSONAL INFORMATIONS:

Name : Md Sharif Alam
Father's Name : Md Shadique
Date of Birth : 5th Mar 1987
Marital Status : Married

DECLARATION:

I hereby declare that the above written particulars are true to the best of my knowledge and belief.

Place:

Md Sharif Alam

Date: