



## Syed Mohammed Mustafa Irfan Mehdi



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July 28, 1997 Visa Duration 10<sup>th</sup> January 2021

### Why *Irfan*?

- Motivated, focused individual to utilize my abilities and customer relationship management professional with experience and expertise in product management, Targets Completion And Customer relationship management. ▪ High-performing and devoted professional possessing understanding and in-depth knowledge of achieving in time targets while meeting targets to maintain cash flow.
- Resourceful and dynamic team member with outstanding skills in establishing long lasting relationships with clients, team members and management.

### CORE STRENGTHS ENABLING SKILLS

- Monitoring Effectiveness
- Analytical Thinking
- Negotiation Skills
- Product Management
- Targets Completion
- Interpersonal Skills

### PROFESSIONAL EXPERIENCE

#### Reliance Jio, Hyderabad, India

Worked as “*Sales Agent & Customer Relation Officer*”, May 2019- May 2020

#### Responsibilities/Accomplishments:

- Effectively and efficiently Explain features, advantages and disadvantages of various policies to promote sale of postpaid plans to potential customers and Explain necessary book keeping requirements for customer to implement
- Supporting in tracing skip customers by using different skip tracing tools. Visiting 6 to 7 fields monthly for potential customers with higher outstanding.
- Convincing the customer from other networks to proceed to import their network by offering them different plans according to their usage.
- Arranging the field officers to do the necessary documentation for the new customers at their doorstep for the registration of the new networks
- Analyse clients' current insurance policies and suggest additions or changes, customize insurance programs to suit individual clients, Handle policy renewals, maintain electronic and paper records and help customers to settle dues

### PROFESSIONAL QUALIFICATION

- **Osmania University, Hyderabad, India** (2016 - 2019)  
**B.Com**

Al Majaz, Sharjah, UAE