

# Curriculum Vitae

## Ausaaf Ali Shaikh

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**Objective :** To Obtain a position in a well established organization that will enable me to use my strong organizational skills, educational background.

### Experience:

#### 1. BETA TRANSPORT

RAS-AL-KHAIMAH

01/11/2017 -22/11/2019

**POSITION HELD: Customer Care Representative cum Archieve Clerk.**

##### **JOB RESPONSIBILITIES:**

- ☐ Collecting feedback from the members and updating to management for the corrective actions.
- ☐ Motivate and coordinating with Tele Marketing team for the best turnover clients.
- ☐ Maintain and format the reports and records of sales and follow up clients.
- ☐ Prepare monthly Sales and telemarketing reports for the management
- ☐ Managing documents And Handling all in and out Payments
- ☐ Handling all the cheques.

#### 2. Siganture Classic-UAE

Dubai

01/02/2020 - 10/06/2020

**POSITION HELD: Tele Caller**

##### **JOB RESPONSIBILITIES:**

- ☐ Worked along with 30 members of the team.
- ☐ Was an executive dealing with Home loans and Auto Loans.
- ☐ Was mostly dealing with Recovery department.
- ☐ Major responsibility is to bring up the sales (membership and properties)
- ☐ Handling a team of 12 Members.
- ☐ Business development through the product diversification and Branding.
- ☐ Fixing the appointment with un-prospective sales and convert them to productivity.
- ☐ Fixing and coordinating the promotions with major hypermarkets and supermarkets, malls, Trade centers, Airports, Event management companies etc.
- ☐ Members retention and management by providing services like holidays, Events and Clubbing activities.

#### 3. ALOE HERB-UAE

DUBAI

02/07/2020 - 22/12/2020

**POSITION HELD: Sales**

##### **JOB RESPONSIBILITIES:**

- ☐ Worked along with 5 members of the team.
- ☐ Was an executive dealing with Vegetables and Fruits.
- ☐ Was mostly dealing with AloeVera department
- ☐ Submitting SOA to the buyer OnTime
- ☐ Major responsibility is to bring up the sales
- ☐ Submitting Invoices On Time
- ☐ Collecting Feedback from every buyer about Product Quality and quantity Date to Date.
- ☐ Handling a Whole Team of Production and Delivery
- ☐ Business development through the product diversification and Branding.
- ☐ Fixing the appointment with un-prospective sales and convert them as a buyer.
- ☐ Fixing and coordinating the promotions with major hypermarkets and supermarkets, malls,Online Portals etc.

**Education:**

- **Computer Science Engineering.**  
B.Tech Discontinue  
Lovely professional university (2013-2016).
- **Board of Intermediate Education (Higher Secondary Education)**  
NRI Junior College (2011-2013).
- **Secondary School**  
Sree valmeeki High School (2010-2011)

**Skills:** Excellent Communication,  
Hard working.  
Adaptable to new environment.  
Patient  
Dedicated and Responsible towards work.  
Quick Learner

**References:** Will be provided upon request.

**Personal Details:**

<b>Nationality</b>	:	<b>Indian</b>
<b>Date of Birth</b>	:	<b>23/11/ 1995</b>
<b>Marital Status</b>	:	<b>Single</b>
<b>Languages known</b>	:	<b>English, Hindi, Telugu, Arabic.</b>

**Declaration:** I hereby declare that all the above information furnished by me are true and correct to the best of my knowledge

***Ausaaf Ali***

