

BIO DATA

SHAIKH NAUMAN

2, MUKHI APPARTMENT,
NEAR CENTRAL WEAR HOUSE,
SHAH E ALAM,
AHMEDABAD-380028
MOBILE:- 7990843461
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PERSONAL PROFILE STATEMENT / CAREER OBJECTIVE

TO CONTRIBUTE MY BEST TOWARDS THE PERFORMANCE OF THE ORGANIZATION WHERE I AM EMPLOYED.

EDUCATION

2012

S.S.C

ST.BOSCO HIGH SCHOOL

EMPLOYMENT AND WORK EXPERIENCE

> SELF-BUSINESS - COLLECTION EXECUTIVE (02 YEARS)

IDENTIFY OUTSTANDING ACCOUNT RECEIVABLES. INVESTIGATE HISTORICAL DATA FOR DEBTS AND BILLS.TAKE ACTIONS IN ORDER TO ENCOURAGE TIMELY PAYMENT. PROCESS PAYMENT AND REFUNDS.

>BLUE DART - EXECUTIVE (01 YEARS)

IN THIS JOB MY WORK WAS TO DESPUTE THE PARCEL OF ALL LOCATION IN MY ROUTE

> RELINCE - MARKETING EXECUTIVE (1.5 YEARS)

IN THIS FIELD I WAS MARKETING EXECUTIVE I AM SELLING BRODBAND AND DONGLE TO COUSTMER

> AIRTEL - TELECALLING (01 YEARS)

IN THIS FIELD I AM TELECALLER ON HELP DESK

> DATA ENTRY (04 YEARS) AND CONTINUE

I HAVE CERTIFICATE OF DATA ENTRY COURSE IN SKILL TRAINER

OTHER COURSE

>BASIC AND CCC (COURSE ON COMPUTER CERTIFICATES) IN 2011

SKILLS

- > COMMUNICATION
- >BARGAINING
- >DEALING WITH PEOPLE
- >RELATIONSHIP BUILDING

PERSONAL DETAILS

- >DATE OF BIRTH :- 24TH JANUARY 1995
- > MARITAL STATUS :- MARRIED
- > RELIGION :- MUSLIM
- > LANGUAGES KNOWN :- ENGLISH,HINDI,GUJRATI,URDU.

