

# SINAN AHMED KAKU



Dob : 19th Aug 1996  
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## **CAREER OBJECTIVE**

To obtain a creative and challenging position in an organization that gives me an opportunity for self-improvement and leadership, while contributing to the symbolic growth of the organization with my technical, innovative, and logical skills.

## **TRAININGS / CERTIFICATE COURSES**

### **TAQWA ISLAMIC BANK**

#### **CUSTOMER RELATIONSHIP MANAGEMENT**

### **BHATKAL- INDIA**

**Nov-2020 – Feb-2021**

- Respond to customers in a professional manner and build relationship.
- Assist the customers in opening their bank accounts and ensure the account is in active mode.
- Deal with the customers in debit, credit transactions and ensure the transaction is successful to the concerned account.
- Updating transactions records of customer's passbook.
- Ensure KYC and other required documents are strictly adhered.

## **PROFESSIONAL WORK HISTORY**

### **RAYMOND**

#### **SALES EXECUTIVE & ACCOUNTANT**

### **BANGALORE – INDIA**

**Jan-2018 – April-2019**

#### **Role & Responsibilities:**

- Handling of sales.
- Ensure the availability of stock for sales & demonstrations.
- Collaborate with team members to achieve better results
- Building relationship with new/existing customers.
- Deal with customer feedback, enquiries, complaints, and refunds.
- Maintaining the accurate records
- Collecting cash and credit card payments from customers.

## **EDUCATIONAL QUALIFICATION**

Bachelor of Commerce (B. com- 2017) with First class at Shri Guru Sudhindra Degree College, Uttara Kannada Affiliated to Karnataka University.

## **TECHNICAL QUALIFICATION**

- Tally ERP 2009
- Microsoft Office – (Word, Excel, and PowerPoint)

## **LANGUAGES PROFICIENCY**

- English
- Hindi and Urdu Spoken,
- Arabic – Read only.

## **PERSONAL SKILLS**

- Decision making
- Time Management
- Communication
- Quick learner

Area of interest to work in the field of Sales, Finance & Accounts, or any suitable position in any department, willing to relocate.

## **DECLARATION**

I hereby declare that the above information furnished by me is authentic and correct to the best of my knowledge.

**SINAN AHMED KAKU**