

CURRICULUM VITAE

Address:

H.NO- 9-3-125/171/2,
TOLI-CHOWKI
HYDERABAD
T.S, INDIA - 500008

MOHAMMED MUBASHIR ASIF

Mobile: 00974-50149805 (QATAR)

Mobile: 0091-8008943206 (INDIA)

Email: fahadali19581@gmail.com

Career Objective

Seeking for a suitable placement in a professional Organization which gives an opportunity to utilize skills and experience and would like to be a part of a team that dynamically works towards the growth of the firm.

Strength

Ability to take complete charge of the work with best results.

Skills in self-motivated and quick learner of new concepts and technology

EMPLOYMENT DETAILS

In-touch India Private Limited
Hyderabad, India

Since, November 2019 ~

Job Title : E-Support Officer/Sales

- Assist & respond to technical and customer queries via email, chat. Ensure all contacts are documented using the tracking tool. Ensure customers are satisfied with services offered.
- Excellent interpersonal, intrapersonal skills team player.
- Assist & respond to technical and customer queries via email, chat.
- Ensure all contacts are documented using the tracking tool.
- Ensure customers are satisfied with services offered.
- Fulfill other duties and responsibilities as assigned.
- Prepare Sales and Purchase reports etc.
- Organize workflow and ensure that employees understand their duties, delegated tasks.
- Analyzes reports and customer surveys prepares budgets and forecasts for the coming year or quarter, and determines the prices of goods sold.
- Sets annual sales goals for the company and works towards achieving them based on setting up a strategy to find new prospects and sales leads.

QUALIFICATION BACKGROUND

a) Academic

- (BBA) Bachelor of Business Administration IEC ~ UNIVERSITY
- Intermediate National Institute of Open Schooling
- (S.S.C) Higher Secondary Certificate Board of Secondary Hyderabad

b) Technical

- Diploma in Computer Application (D. C. A)
- Typing Skills 50-60 W.P.M. Keyboard (English)

c) Computer Skills

- Proficiency and expertise in MS Word, MS Excel, MS PowerPoint

Languages Known

- English, Hindi & Urdu

Personal Data

- Date of Birth 29-08-1999
- Gender Male
- Marital Status Un-Married
- Nationality Indian
- Passport No. U5634156
- Date of Expiry 15-03-2030

DECLARATION:

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

Date: 8th June 2024

Place: Doha, Qatar.

(MOHAMMED MUBASHIR ASIF)