CURRICULUM VITAE

Personal Information



**WAJID BAKHT**

Contact number: +971 568556271

E-mail: wajidbakht@yahoo.com

Father’s Name: Sikander Bakht

Date of Birth: 14 Aug 1987

Marital Status: Single

Passport No: K2959432

Visa Status: Employment

**Career Objective**

To achieve a responsible and challenging position that will allow me to explore my capabilities, skills and sense of dedication towards my duties, who possesses the motivation to progress through constant hard work, Enjoys working as a part of team or is able to work on own initiative. Looking for a varied and challenging role whereby my determination to success and my willingness to learn will be of benefit to both my employer and me.

**Employment History:**

**Duration** : From 7 Nov 2018 to Still Working

**Company name**: Jumbo Force LLC.

**Location** : Abu Dhabi, LULU Mushrif Mall

**Job title**: Sales Merchandiser (General Brand)

**Key Responsibilities:**

Identified interested and qualified customers in order to provide them with additional information.

Sold products being promoted and kept record of sales.

Suggested specific product purchases to meet customers' need.

Learned about competitor's products consumer' interest and concerns in order to answer questions and provide more complete information

Recommended product or service improvement to employers.

**Duration** : From 3rd Jul 2016 to 15 Sept 2018

**Company name**: Hafet Electrical LLC.

**Location** : Dubai, MCC Emax

**Job title**: Sales Merchandiser (Haier Brand)

**Key Responsibilities:**

Identified interested and qualified customers in order to provide them with additional information.

Sold products being promoted and kept record of sales.

Suggested specific product purchases to meet customers' need.

Learned about competitor's products consumer' interest and concerns in order to answer questions and provide more complete information

Recommended product or service improvement to employers.

**Duration** : From 1st Jan 2014 to 20th Nov 2015

**Company name**: Niftel Communications Pvt Ltd

**Location** : Vikas Nagar, Lucknow

**Job title**: Tele Sales Executive

**Key Responsibilities:**

Selling a range of product and services to both new and existing clients.

Working on high quality appointment settings campaigns.

Making outbound telesales calls.

Making daily minimum 100 cold calls to generate new prospects.

Closing sales and making plans to gain repeat business using the latest sales software.

Booking appointment for the sales representatives to visit potential customers.

**Duration** : From 1st June 2010 to 15th Dec 2013

**Company name**: Vakrangee Softwares Ltd.

**Location** : Gomti Nagar, Lucknow

**Job title**: Aadhar Enrollment Officer

**Key Responsibilities:**

Taking Bio-metrics of customer and feeding in system.

Maintain logs of activities and completed work.

Ensuring documents meet required quality standards.

Compiling, coding, categorizing, calculating, tabulating and auditing data.

Handling inbound telephone queries from colleagues / clients regarding data .

**Duration** : From 19th nov 2009 to 30th may 2010

**Company name**:Aegis BPO Ltd. in Vodafone U.P. East

**Location** : Hazrat Ganj, Lucknow

**Job title**: Customer Care Executive

**Key Responsibilities:**

Took escalated calls on the request of customer.

Provide adequate resolution to their queries, complain or request by making contact to field or marketing teams.

Worked as a call quality auditor & helped business to reduce their call repeat percentage by taking regular sessions of agents.

**Academic Credentials**

* XII from U.P board in 2006.
* X from U.P board in 2004.

**Technical Skills Set**

* Operating Systems: Windows home / vista / XP / 2000 / 98 / Windows 7.
* Applications: MS Office.

I hereby declare that all the information furnished by me is true to the best of my knowledge.

 WAJID BAKHT