

## CONTACT DETAILS

### PHONE

9321788054 / 9167020366

### EMAIL

Heyhamed011@gmail.com

**NATIONALITY** - INDIAN

**DOB** - 11/Feb/2002

**PASSPORT NO** - X4907353

## EDUCATION

HSC (Science Stream)

06/2018 - 04/2020

69%

## SKILLS

- Leadership and Team management
- Subject Matter Expertise
- Training and development
- MS OFFICE

## ACHIEVEMENTS

3x Performer of the month

5x Performer of the week

Exceptional Performance for the year 2023.

# Ahmed Sarkhot

A hard-working individual looking for a challenging position where I can showcase my skills and contribute to the growth of the organization. As an enthusiastic Team Leader and fast learner, I have gained skills that I can use to lead my team effectively.

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## Experience

### OXFORD INTERNATIONAL EDUCATION SERVICES

Team Leader

20/Feb/2023 - 31/Mar/2024

- Lead and manage a team of 10 members, providing guidance, coaching, and support to ensure alignment with organizational objectives and targets.
- Conduct regular team meetings to communicate goals, objectives, and expectations, fostering a collaborative and cohesive work environment.
- Monitor team performance metrics, identify areas for improvement, and implement corrective actions to drive continuous enhancement.

### ONE POINT ONE SOLUTIONS PVT LTD

01/Dec/2020 - 15/Jan/2023

- **Team Leader**  
11/Feb/2022 - 15/Jan/2023  
I have applied for IJP and successfully transitioned from an SME role to a leadership position as a TL. Have successfully led and managed a team of 15 members with an excellent reputation for resolving problems and improving customer experience.
- **SME (Subject Matter Expert)**  
27/Jul/2021 - 10/Feb/2022  
The management has promoted me to an SME (Subject Matter Expert) where I used to handle escalations.
- **Client Response Executive**  
01/Dec/2020 - 26/Jul/2021