

Respected Sir or Madam,

Enclosed please find a copy of my resume, which will acquaint you with the specifics of my background. I am goal-oriented, enthusiastic and positive.

I believe that I am qualified for the position available and I am confident that I will be a valuable asset to your esteemed company. I hope that you will consider me for this position and I look forward to hearing from you.

Reference:

Upon Request.

Thanks for your time and consideration

Best Regards,
Akil Virani

AKIL VIRANI

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Professional Summary

Creative, resourceful and flexible, able to adapt to changing priorities and maintaining a positive attitude and strong work ethic.

Skills

Self-Presentation	People Oriented
Communication Skills	Fast learner
Negotiation & Sales	Problem Analysis
Skills Positive Attitude	Analytical Thinking
Attention to Details	Ambitious

Work History

Sales Associate

Wireless Stop

- Organized and managed for sales on floor
- Provided customer service for product-related questions

Sept 2016-Current

Dallas, Texas

Admin

Aryan Tours & Travels

- Ticket Booking Department
- Passport Agent Assistant

Apr 2014-May 2016

Vapi, INDIA

Education

Senior Secondary School:

National Institute of Open Schooling

May 2015

Vapi, INDIA

Secondary School:

St. Francis' High School

May 2013

Vapi, INDIA

Certifications

- Efficiency in Microsoft Excel, Power Point and Word
- Efficiency in Adobe Flash Player
- Efficiency in Corel Draw
- Certified in Intermediate Drawing Competition

Volunteer Activities & Affiliations

- ITREB for Vapi-Sanjan (INDIA) Resource Management (Mar 2013 –Sept 2016)
- Aga Khan Health Board for Vapi-Sanjan, Committee Member (Mar 2015 – Mar 2016)
- ITREB for Vapi-Sanjan (INDIA), Committee Member (Mar 2016 – Sept 2016)
- Diamond Voyage and Diamond Journey Camp – Activity Counselor and Photographer (June 2017 – July 2017)
- Communication Hub Team Member – Diamond Jubilee Pre-khushyali and Khushyali/ Opening Ceremony Event Photographer (July 2017)