**CURRICULUM VITAE**

Mohammed Ali

H.No.9-10-21/A/23

FROUN COTTAGE

GOLCONDA FORT

HYDERABAD-500008 Mobile: 6300291908

Email Id:mohammedrehankhan274@gmail.com

**CAREER OBJECTIVE:**

Seeking a challenging position where I can associate myself with an organization where there is an opportunity to share, contribute and upgrade my knowledge, Communication and Convincing Skills while serving efficiently to the requirements of the organization.

**EDUCATION QUALIFICATION:**

* B-Com(Computers) **From ST Joseph Degree college (Present)**
* **Intermediate From ST Joseph Degree college (2017-2019)**
* **S.S.C from LEADING HIGH SCHOOL (2017)**

**COMPUTER SKILLS:**

**Excellent computer skills.**

**Proficient with:**

* **Microsoft Office**
* **Microsoft Excel**
* **Microsoft PowerPoint**
* **Email Management**
* **Information Management**
* **Data Entry**
* **Instant Messaging**
* **Social Media Management**
* Browsing Internet

**ACHIEVEMENTS:**

* + **Active participation in sports and won prizes in Throw ball.**
  + **Participated in 9th International Level Science Talent Examination.**
  + **Participated in Exhibition and won second Place in inter school Competition.**
  + **One Day National Workshop on Goods and Services Tax (GST) and its implications**

**SKILLS:**

* **Clarity in thought of ambition to reach the heights in the life with honesty, hardworking and determination.**
* **Good Problem Solving skills and good self starter taking the initiative.**
* **Well Organized and Meet Set goals/Objectives according to an Organized Plan.**
* Good communication skills.
* Positive Thinking.
* Hard Working.
* Punctual.
* Determinant.
* Zeal to learn new things.
* Self- motivate and passion to succeed.
* Compassionate.
* Amicable.
* Reliable.
* Quick Learner.
* Adaptability.
* **Self Confidence**
* **Good team player.**

**WORK EXPERIENCE:**

* Worked as a Cashier in RATNADEEP MARKETS (2016-2017)
* Worked as a Assistant in Arfa Manufacturing company (2017-2018)
* Worked as a Sales representative in Arfa Manufacturing company (2017-2018)
* Worked as a MARKETING AND SALES EXECUTIVE in BIG BASKET from( 2018-2019)
* Worked as a Sales Superviser in Shop X from(2019-2020)
* Worked as a Sales Superviser in Udaan from(4 months)
* Worked as a Sales Superviser in Jio Mart(2021-Present)
* JobAllocating the work to the Agents
* Handling Outbound Calls.
* Following the agents to reach their Targets.
* Communicating Work Volume on a daily basis to the Client & Reporting Manager via E-Mail.
* Responding to Customers queries via E-Mails.
* Front office Executive
  + Responding to customer E-mails & Queries.
  + Preparing Daily base reports & sending to Higher Authorities.
  + Working on Excel Sheet & CRM tool.
  + Taking over Team Activities.

**PERSONAL PROFILE:**

Name : Mohammed Ali

Father’s name *:* Mohammed Kaleem

Date of birth *:* 02-03-2001

Gender : Male

Marital status : Single

Mother tongue : Hindi

Religion : Muslim

Nationality : Indian

Languages known : English, Hindi, Urdu & Telugu

Hobbies : Listening to the Music & Watching T.V

Permanent Address: H.No9-10-21/A/23,Froun Cottage Golconda Fort

Hyderabad 500008

**DECLARATION:**

I hereby declare that the above given information is true up to my knowledge.

PLACE: HYDERABAD

DATE:

**(Mohammed Ali)**