

TAIF BUX

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House No. 17/40, Ispat Nagar Risali, Bhilai, DURG - BHILAI (C.G.)



Objective

I seek challenging opportunities where I can fully use my skills for the success of the organization. Multi-faceted, efficient, and reliable administrative professional with 3 years of experience supporting executives, sales personnel, and managers to improve internal operations for small businesses.



Experience

MEDI INDIA

Feb 2021 - Aug 2022

Store Manager

Negotiate details of contracts and payments, and prepare sales contracts and order forms.

Provide customers with product samples and catalogs.

Check stock levels and reorder merchandise as necessary

Perform administrative duties, such as preparing sales budgets and reports, keeping sales records, and filing expense account reports.

Answer customers' questions about products, prices, availability, product uses, and credit terms.

Contact regular and prospective customers to demonstrate products, explain product features, and solicit orders.

Private Construction

2019 - 2019

Site Engineer

managing parts of construction projects

overseeing building work

undertaking surveys

setting out sites

checking technical designs and drawings to ensure that they are followed correctly

supervising contracted staff

P.W.D Sub Division, Patan Durg

24-06-17 - 10-07-17

Vocational Training



Education

Chhattisgarh Swami Vivekananda Technical University

2021

Diploma (Civil)

63.52%

Hemchand Yadav Vishwavidyalaya University

2022

Bachelor of Computer Application

79.4%



Skills

• Operation Management • Buisness planning • Buisness Development • Staff Management • Back office management • Side Engineer • Accounts In MS Excel



Projects

Payroll Management

• College Project



Waste Water Treatment

- College Project



Achievements & Awards

- Government Of Chhattisgarh Public Works Department Durg Chhattisgarh Vocational Training Certificate
- Little Flower Academy Higher Secondary School Personality Competition First Prize Certificate
- Little Flower Academy Higher Secondary School DFA Football Competition Winner Certificate
- Little Flower Academy Higher Secondary School Senior Group Dance Competition Certificate
- Bhartiya Sanskriti Gyan Pariksha 2009 Grade A Certificate



Languages

- Hindi • English