



Sahnawaz Ahmed Laskar

Executive

Profile

Firstly I Experienced Assistant Manager with a strong background in hotel reception, And then Customer support and leadership. Skilled in Advance Excel and effective time management. Proven track record of improving team performance and customer satisfaction. Goal-oriented and aspiring to become a proficient Data Analyst. Operational Supervisor with a Bachelor of Arts and in International Business Management. Proficient in computer skills, effective time management, and leadership. Adept at training and mentoring teams, improving customer satisfaction, and implementing lean methodologies for increased operational efficiency. Seeking a position to leverage skills and drive improvement. Customer Service Executive with a background in hospitality and customer service. Possessing strong communication, analytical, and leadership skills. Committed to continuous skill development and aspiring to lead in the future. Skilled in Microsoft Office, Marketing and Sales, communication, and negotiation. Proven track record of exceeding sales targets, maintaining client relationships, and delivering impactful product demonstrations. My goal is to contribute to professional growth and learn new skill sets.

Employment History

ASSISTANT RECEPTIONIST at Hotel Leafio Marigold, Mumbai, Anderi

June 2021 — September 2021

CUSTOMER CARE EXECUTIVE(Xiaomi India) at One point one solution private limited, Hosapalaya, Bangalore, Karnataka

October 2021 — June 2023

CUSTOMER SUPPORT EXECUTIVE (Flipkart, Rapido) at Ienergizer, Hosapalaya, Bangalore, Karnataka

July 2022 — March 2024

Education

DCA (Diploma in computer applications), Info education Computer institute , Silchar, Cachar, Assam

August 2015 — January 2016

Computer-based diploma or course Specially for MS Office

HSLC (High school leaving certificate), Badripar public High school, Silchar, Cachar, Assam

February 2015 — February 2016

Class 10th (Assam SEBA board)

HS (Higher Secondary), AHMED ALI JUNIOR COLLEGE, Banskandi, Cachar, Assam.

March 2016 — April 2018

Details

Bhartiya city, Kannuru, Bangalore, Karnataka, 560077, India, +91 7339203154

balveerdj@gmail.com

Skills

Communication

Ability to Multitask

Effective Time Management

Fast Learner

Ability to Work Under Pressure

Customer Service

Microsoft Office

Ability to Work in a Team

Communication Skills

Languages

English

Bengali

Hindi

Assamese

Hobbies

Photography, Interior decorating, Music, Film production and cinematography, Video editing, Programming, Social media, Biking,

(AHSEC) Assam Higher Secondary Education Council

BA (Bachelor of Arts), Gurucharan College, Silchar, Cachar, Assam

April 2018 — May 2021