

# TAHIR AZIZ

## CONTACT

+91 7889779570

lonetahir848@gmail.com

192301 Sopore Baramulla  
Jammu and kashmir india

## EDUCATION

### MRS PUNJAB TECHNICAL UNIVERSITY

- Bachelor's in Computer  
Applications

### STATE BOARD OF SCHOOL EDUCATION J&K

12th Commerce | Major |

BUSINESS | Entrepreneurship |  
Accounting

Workforce development institute  
Pvt Ltd Crouse: Sales and  
customer service

## SKILLS

- Retail/Store Operations
- Performance Analysis
- MsExcel, Word, office, web
- Technical skills
- Report writing and Presenting
- Effective Communication
- Critical Thinking

## LANGUAGES

- English
- Urdu
- Arabic
- Kashmiri

## PROFILE

Personable and dedicated customer service representative with extensive experience in industry. Exemplary pervious experience of leading Retail team, customer service, Sales Analysis, Information Technology, inventory management. Proactive approach and commitment to accuracy in all tasks. Seeking Opportunities to enhance my skills and competence and explore best career opportunities to nurture my dreams alongside growth of the organization.

## WORK EXPERIENCE

### Zaid Al Hussain Brothers group Riyadh Saudi

08 2022- 08 2024

#### Arabia

Sales executive of showroom

- Greet and servicewalk-in customers providehighlevelservice throughproductknowledge.
- Knowing on proper use of system and pos system, product knowledge, customer service techniques and selling techniques and methods. Resolving customer complaints and addressing any issue that arise.
- Up to date with new trends and Skilled in handling international customer service by Satisfying their requirements.
- Maintain a clean and organized work environment/to ensure enjoyable Shopping and service experience for customers.
- Conducted Presentations to potential customers about products and services.
- Attending regular staff meetings to discuss operational updates and improvements.
- managed staff by setting goals, Providing guidance monitoring Performance and offering Training as needed.

### Maple Mart Department Store Sopore j&k

2021 - 2022

Salesman cum Cashier

- Greet and assist customers Providing a welcoming atmosphere.
- Provide information to customers about products/services and Special offers.
- Attend daily briefings and take on daily assigned tasks.
- Answer inquiries in person and phone or via email.
- Maintain Good communication while interacting with Customers.
- Maintain a clean and organized Store environment .
- Dilver exceptional Customer service to ensure high satisfaction.
- Assist the store in charge in checking the inventory levels .
- Handle customer complaints and addressing any issue that arise.
- Maintain accurate records of daily transactions and cash register.
- Provide excellent customer service.






# The Jammu & Kashmir State Board of School Education

## Secondary School Examination (Class 10<sup>th</sup>)

### GRADE CARD

Session : Annual (Regular) - 2011

Name: **TAHIR AZIZ LONE** Roll No. **345240**  
 Mother's Name: **GULSHANA BEGUM** Regn. No. **N10441670076**  
 Father's Name: **ABDUL AZIZ LONE** D.O.B **15/03/97**  
 School Code

SUBJECTS	GRADE	GRADE POINT (GP)	
ENGLISH	C1	06	
MATHEMATICS	B2	07	
URDU/ <del>XXXX</del>	B1	08	
SCIENCE			
THEORY PRACTICAL			
C1 B2	C1	06	
SOCIAL SCIENCE	C1	06	
ADDITIONAL/OPTIONAL ARABIC	B1		
CUMULATIVE AVERAGE GRADE POINT (CAGP)	B2	6.60	Marks : 300/500

Note: i- A candidate has to pass both theory & Practical in Science Subject separately.  
 ii- Students having E1 or E2 grade in more than one subject are not eligible to seek admission in next higher class.

**Result : Qualified**

ERRORS & OMISSIONS EXCEPTED ANY  
 QUERY OR CLARIFICATION MAY BE  
 SOUGHT FROM THE BOSE BUT  
 WITHIN SIX MONTHS ONLY AFTER THE  
 DATE OF DECLARATION OF THIS RESULT

*(Signature)*

Kashmir : 28, December - 2011

**SECRETARY**




# The Jammu & Kashmir State Board of School Education

## Certificate of Eligibility-Cum-Improvement

### Session : Annual (Regular) - 2011 (Class 10th)

Examination: **Annual (Regular) - 2011** Roll No: **345240**

Name: <b>TAHIR AZIZ LONE</b>		
Mother's Name: <b>GULSHANA BEGUM</b>		
Father's Name: <b>ABDUL AZIZ LONE</b>		
D.O.B <b>15/03/97</b>		
Subjects:		
Grade/Result <b>B2 / Qualified</b>	PREV. Record: <b>2011 KMR-345240</b>	
	Registration No. <b>N10441670076</b>	

This certificate must be attached with Admission form for the next Examination

Fees

Draft No.





# The Jammu & Kashmir State Board of School Education

## Higher Secondary Part Two Examination

Annual 2013

ROLL NO. 352201

NAME TAHIR AZIZ LONE  
FATHER ABDUL AZIZ LONE  
MOTHER GULSHANA BEGUM  
FACULTY COMMERCE

REG. NO. N10441670076



SUBJECTS	THEORY		PRACTICAL				TOTAL		AWARD
	MARKS OBTAINED	MIN MARKS	INTR	EXTR	TOTAL	MIN	MARKS OBTAINED	MAX MARKS	
General English	52	33					52	100	
Accountancy	33	29	5	14	19	7	52	100	
Business Studies	61	36					61	100	
Entrepreneurship	52	29	5	14	19	7	71	100	
Typewriting / Shorthand	--		37	52	89	36	89	100	
First Division							325 / 500		

KTR : 17 Jan 14

*[Signature]*

SECRETARY

ERRORS & OMISSION EXCEPTED  
ANY QUERY OR CLARIFICATION MAY  
BE SOUGHT FROM THE BOARD BUT  
WITHIN SIX MONTHS OF THE DATE OF  
DECLARATION OF THIS RESULT

FAILED - F  
PREVIOUSLY PASSED - P  
STATUTORY CONCESSION - S



# The Jammu & Kashmir State Board of School Education

## CERTIFICATE OF ELIGIBILITY

EXAM

SESSION

ROLL NO.

NAME	TAHIR AZIZ LONE
FATHER	ABDUL AZIZ LONE
MOTHER	GULSHANA BEGUM
SUBJECTS	<GE> <AY> <BS> <EP> <SY>
RESULT	1st Division
PREV. RECORD	13AKTR 352201
REG. NO.	N10441670076

This certificate must accompany the admission form for the next examination.

FEES

DRAFT NO.



S No: 140190

DMC No: MRS139043

ਮਹਾਰਾਜਾ ਰਣਜੀਤ ਸਿੰਘ ਪੰਜਾਬ ਟੈਕਨੀਕਲ ਯੂਨੀਵਰਸਿਟੀ, ਬਠਿੰਡਾ  
(2015 ਦੇ ਪੰਜਾਬ ਐਕਟ ਨੰ: 5 ਦੁਆਰਾ ਸਥਾਪਤ ਅਤੇ ਯੂ.ਜੀ.ਸੀ ਦੇ ਸੈਕਸ਼ਨ 2(f) ਤਹਿਤ)

**Maharaja Ranjit Singh Punjab Technical University, Bathinda**  
(Established by Govt. of Punjab vide Punjab Act No. 5 of 2015 and under section 2(f) of UGC)

Regn cum Roll No: 170231832

Bachelor of Computer Applications  
6th Semester, June 2020



### Result cum Detailed Marks Card

Name	TAHIR AZIZ LONE	Name of the College/Institute
Father's Name	ABDUL AZIZ LONE	Aryans Institute of Management & Technology, Rajpura
Mother's Name	GULSHANA BEGUM	

Subject Code	Subject	Type	Course Credits	Grade Obtained	Credits Earned
BBAD0F9A	Marketing Management	Theory	3	A	3
BCAP1627	Computer Graphics	Theory	4	A	4
BCAP1628	Emerging Trends in Information Technology	Theory	4	A	4
BCAP1663	Cloud Computing	Theory	4	C	4
BESE0101	Environmental Studies	Theory	2	A	2
BCAP1629	Major Project	Practical	2	A	2
BCAP1630	Software Lab-XI (Computer Graphics based on BCAP1627)	Practical	2	B+	2

Credits registered in the semester	21
Credits earned in the semester	21
Credits earned (Cumulative)	135
Semester Grade Point Average (SGPA)	8.33
Cumulative Grade Point Average (CGPA)	7.41

Place: BATHINDA

Date of issue: 21-09-2021

Prepared by

Checked &amp; verified by

Controller of Examinations



Ref.No:- AIMS/2021/2018

Date:-17/09/2021



**TO WHOM IT MAY CONCERN**  
**PROVISIONAL CERTIFICATE**

This is to certify that **Tahir Aziz Lone S/o Sh. Abdul Aziz Lone** was a bonafide student in BCA Programme of Aryans Institute of Management & Technology (AIMT) Vill. Nepra/Thuha, Chandigarh –Patiala. He has cleared all his semesters of BCA Course successfully. The BCA course is approved by Govt. of Punjab and affiliated to Maharaja Ranjit Singh Punjab Technical University (MRS-PTU), Bathinda. His University Roll No. is 170231832. His marks detail in SGPA is as below:-

S. No	Semester	Obt. Marks/Max. Marks	Exam Session
1	1 <sup>st</sup>	7.57/10	Nov-2018
2	2 <sup>nd</sup>	8.17/10	June-2021
3	3 <sup>rd</sup>	6.00/10	Nov-2018
4	4 <sup>th</sup>	6.09/10	May-2019
5	5 <sup>th</sup>	7.00/10	Dec-2019
6	6 <sup>th</sup>	8.33/10	June-2020
	Total	(7.19)CGPA	

We wish him success in future endeavours.

With Regards

Principal

Aryans Institute of Management & Technology (AIMT)  
**Aryans Institute of Mgmt. & Tech.**  
Highway, Tehsil Rajpura, Dist. Patiala (Pb.)

S No: 2014-3002

Exam Conducted in: *May, 2014*

## MEMORANDUM OF MARKS

Name: **TAHIR AZIZ**

S/o, D/o, W/o: **ABDUL AZIZ LONE**

Program: **RETAIL SALES ASSISTANT**


Training Center: **SOPORE**

*The proficiency of the student was examined and marks secured are as follows:*

**Grade: B**

COURSE TITLE	MAX MARKS	MARKS SECURED
<b>Basic English</b>	80	62
<b>Computers</b>	80	57
<b>Life Skills</b>	80	63
<b>Technical Trade</b>	100	77
<b>TOTAL</b>	340	259

Date of issue: *31<sup>st</sup> May, 2014*

  
Authorized signatory  
Students Support Services, CAP-WDI

GRADING: A – 80% & Above      B – 60% - 79%      C – 45% - 59%      F – Less than 45%

Aage Badho Izzat Se

TAHIR AZIZ

has completed

BASIC EMPLOYABILITY SKILLS TRAINING FOR RETAIL SALES  
ASSISTANT

with

CAP WORKFORCE DEVELOPMENT INSTITUTE

*an Edexcel Assured programme*

AWARDED : JUNE 2014

93740B:DKX51 :FU41262: 000072070:15:03:95:ISSUED 21-JUN-2014



*Lesley Davies*

Lesley Davies  
Responsible Officer  
Pearson Education Ltd.



Government of Jammu and Kashmir

( Tehsil Office - Zaingeer )

**Domicile Certificate**

Certificate No: **DOM/1810/01Sep2020/121908339**

Dated: **Sat Sep 05 08:47:42 IST 2020**

This is to certify that Shri/Shrimati/Kumari **TAHIR AZIZ LONE** Son/Daughter/Wife of **A B D U L   A Z I Z   L O N E** resident of **L - 38** Village/Street **HARWANSOPORE** Tehsil **ZAINGEER** District **BARAMULLA** of Jammu and Kashmir, Pin Code **193201** Aadhaar No. **XXXX XXXX 0473** whose photograph is attested below is a Domicile of Union Territory of Jammu and Kashmir.

**2. That the applicant is eligible in terms of the following clause of Rule 5 of the Jammu and Kashmir Grant of Domicile Certificate (Procedure) Rules, 2020.**

**(a) Clause 1(a)**



Name : Mohammad Shafi Lone

Designation : Tehsildar

**Signature valid**

Signed by Tehsildar  
Zaingeer  
Sat Sep 05 09:11:23 IST 2020







