

SAJEED KHAN



CONTACT



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PERSONAL DETAILS

Date of Birth : 17/05/2000

Marital : Unmarried
Status

Nationality : Indian

Religion : Islam

Place : Mumbai,
Maharashtra

SKILLS

Microsoft word Microsoft Excel
Microsoft powerpoint Google Sheets
Good English Communication
Interpersonal communication Time
Management Problem Solving
Decision making

LANGUAGES

English

Hindi

Marathi

OBJECTIVE

I seek challenging opportunities where I can fully use my skills for the success of the organization.

EXPERIENCE

Impact Guru Technology Ventures Pvt Ltd.

06/2022 - 03/2023

Operation Associate

My experience as a Operation Associate in Impact Guru was very superb because that opportunity I was looking for and I am learning very new things corporate culture and their ethics of work the atmosphere was very nice my colleagues are becoming my best friends they help each other to grow.

About my strength and experience I can easily handle the situation which I face while I am learning the process they didn't give me the proper training of the project which I working for I am creating my own templates and email to reach out the donors and retain them. And I am working on pilot projects too handling International donors to retain them.

Overall the starting phase of my career Pretty much balanced. And currently I am looking this kind of excellent opportunities in future.

Athena BPO Pvt Ltd.

02/2022 - 05/2022

Customer Service Executive

About My Job role as a Customer Service Executive I am working for Citi bank personal loan process to handling customer queries regarding personal loan on day to day basis.

That's my first job of my career.

I am learn new things about banking services and their products and know the CRM based knowledge as well.

EDUCATION

Chandrabhan Sharma College Powai Mumbai

2021

Bachelor's in Computer Application

7.45 GPA

Eden High School & Junior College

2018

Commerce

61%

ADDITIONAL INFORMATION

I have a Disability called Locomotor disability.

[REDACTED] I have government approved certificate as well.