

CURRICULUM VITAE

SHAIK.IJAZ AHMED

M.B.A (HR.MARKETING)

Permanent Address

H.No:2-2-83/A

Amberpet, Hyderabad

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Career Objective

To succeed in an environment of growth and excellence and to lead a job which provides me job satisfaction, self development and help me to achieve personal as well as Organizational goals.

Roles and Responsibilities

- Managing all the sales related activity of the company.
- Handling a high volume of customer enquiries whilst providing a high quality of service to each caller.
- Writing up accurate and grammatically correct sales correspondence.
- Tracking sales orders to ensure that they are scheduled and sent out on time.
- Effectively communicating with customers in a professional and friendly manner.
- Ordering and ensuring the delivery of goods to customers.
- Supporting the field sales team.
- Carrying out administrative tasks such as data input, processing information, completing paperwork and filing documents.
- Organizing sales promotional campaigns.
- Contacting potential customers to arrange appointments.
- Speaking with customers using clear and professional language.
- Resolving any sales related issues with customers.
- Completing the administrative needs of the Sales Department.
- Making follow-up calls to confirm sales orders or delivery dates, form "C" collections.
- Responding to sales queries via phone, e-mail and in writing.
- Accurately analyzing and assessing statistical data.

Academic Qualification

COURSE	<u>BOARD/UNIVERSITY</u>	<u>DURATION</u>
M.B.A (HR. MARKETING)	Osmania University	2011-2013
B.H.M	Osmania University	2008-2011
INTERMEDIATE	Board of Intermediate	2006-2008
SSC	Board of Secondary School	2005-2006

Experience profile

- Working as a **Marketing & Sales Coordinator** in **Arabi Holding Group Co. Kuwait** from June 2013 to till date.
- Worked as '**Team Member**' in '**PVR Central**' as a part timer from September 2010 to July 2011
- Completed **Industrial Exposure** in ELLA hotels Gachibowli in 2010.

Work Skills

- **Decisive thinker.** Able to analyze information quickly and use it to make robust decisions.
- **Skilled influencer.** Able to gain commitment from different quarters in order to benefit the organization.
- **Personally credible.** Good in both HR and commercial issues, and takes a professional approach.
- **Collaborative.** Able to work well with a range of people both within and outside of the organization.
- **Driven to deliver.** Focused on delivering best possible results for the organization, and Shows determination, resourcefulness and a sense of purpose in achieving this.

- **Courage to challenge.** Has the courage and confidence to speak up and will challenge other even when met with resistance or unfamiliar circumstances.
- **Curious.** An inquisitive, open-minded type, who seeks out new ways to support the development of the organization,.

Strengths

- Flexible and Easy learner Good learning skills
- Hardworking nature and keen listener
- Good communication

Technical Skills

- Operating systems: Windows XP Professional ,Windows 8
- Application Software: MS. Office,

Personal Profile

Father's Name : Shaik Yousuf Ali

Gender : Male

Date of Birth : 20-08-1989

Marital Status : Un-Married

Nationality : Indian

Languages known: Urdu, English, Hindi, Telugu

Present Address:

H No. 2-2-83/A
Amberpet, Hyderabad, Telangana State.

DECLARATION:

I hereby declare that the details furnished above are true to the best of my knowledge.

Date:

(SHAIK.IJAZ AHMED)

Place: