

RESUME

Nadeem Abdul Kadir Bagwan

Contact No: +91 7972677900 / +91 7758889444

Email : nadeembagwan198@gmail.com

Focused professional with 2+ years of experience and proven knowledge of customer service, customer communications, and customer satisfaction. Aiming to leverage my skill to successfully fill the Sales & Marketing role at your company.

SKILL HIGHLIGHTS

- Team management
- Customer problem solver
- Customer Relationship
- Strong decision maker
- Cash Billing
- Service-focused

EXPERIENCE

Account Assistant – Dec 2018 to May 2018

Tally Guru IT-Solution, Nashik

- Maintain Daily Student enquiry & Daily Follow-up
- Maintain Daily Cash Report
- Working with sales and purchase ledgers

Administrative Assistant – Aug 2018 to Present

Comset Cable Network, Nashik

- Maintaining Balance Sheet
- Selling pkg to customer
- Cash & Billing
- Daily follow-up visit customers.
- Maintain Monthly Sales Report.
- Attract Customer to buy our Product.

ACADEMIC QUALIFICATIONS

Degree	Year of Pas	Institute/University	University/ Board	Percentage
BA	2016	I G M COLLEGE NANDED	SRTMUN	62.60
HSC (ARTS)	2013	I G M COLLEGE NANDED	LATUR	70.83
SSC	2011	DR. B.S. AMBEDKAR VIDYALAYA, NANDED	LATUR	56.60

COMPUTER PROFICIENCY

- Comfortable in operating windows
- Basic knowledge Excel.
- Passed MSCIT course.
- Passed Tally ERP 9 with GST
- English Typing 30 / 40 WPM
- Marathi Typing 30 WPM

PERSONAL DETAILS

- Present address : Nadeem Abdul Kadir Bagwan
At Post – Shifa Park, Ashoka Marg
Taluka – Nashik Dist – Nashik (Maharashtra)
Pin Code – 422002
- Permanent address : Powerloom, Shed No 03, MIDC Balirampur
Taluka – Nanded, Dist – Nanded (Maharashtra)
Pin Code - 431603
- Mobile No : +91 7972677900 / +91 7758889444
- Date of Birth : 01th Jan 1996
- Marital Status : Unmarried
- Languages : English, Marathi, Hindi

DECLARATION

I hereby declare that all the above-mentioned facts and information are true to the best of my knowledge. I shall be solely responsible for any discrepancy found in them.

Date :

Nadeem Bagwan

Place :