

ALMAS KHAN

Flat No. 214, Vardhman Sampada, Gandhi path west, Vaishali Nagar, Jaipur

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Seeking an active role of a professional, who with diversified skills and knowledge, could add strategic and qualitative value to the organization.

Career Précis

- ☐ A result oriented professional with 8+ years of experience in Operations, Tele Sales and etc.
- ☐ Currently associated with India Urja Solar Compony as ASM since Jan 2020 to September.
- ☐ Proficient in cementing healthy relationship across departments for generating business and leading workforce towards accomplishing business goals.
- ☐ Comprehensive exposure to MS Office, Operating Systems and other Internet Applications.

Area of Expertise

Operations Management

- Office Administration
- Back Office Management
- Generating business through existing clients (Tele-Sales)
- Acquiring new customers

Team Management

Monitoring the performance of Tele-sales team members to ensure efficiency in operations and meeting of individual & group targets.

Providing product training to sales team.

Streamlining efforts for attainment of short and long term goals of the company taking into care the mission and vision.

Career Highlights

- (1) **Organization** : India Urja Solar Company
 Designation : ASM
 Headquarter : Jaipur

- (2) **Organization** : Hudi baba Pvt. Ltd company
 Designation : Team leader
 Headquarter : Jaipur

- (3) **Organization** : Artham Wealth Consultants Pvt. Ltd.
 Designation : Team leader
 Headquarter : Jaipur

- (4) **Organization** : Market Pundit Research & Advisory
 Designation : Sr. Manager

- (5) **Organization** : Max Life Insurance
 Designation : Advisor
 Headquarter : Jaipur

- (6) **Organization** : Euro International School
 Designation : Primary Teacher
 Headquarter : Sikar

Academic Credential

- B.Ed from Rajasthan University with 1st division in 2014
- Post-Graduation in Humanities from Rajasthan University with 2nd division in 2013
- Graduation in Humanities from Rajasthan University with 1st division in 2005
- Senior Secondary from U.P. Board with 1st division in 1999
- Higher Secondary from U.P. Board with 1st division in 1997

Strengths

- Adaptability to any atmosphere
- Hardworking, Sincere & Accept challenges
- Having pleasant personality & Positive attitude towards work

Hobbies & Interests

- Travelling
- Listening to music
- Reading
- Cooking

Personal Information

Father's Name: Nasir Abrar

Mother's Name: Kousar Abrar

Date of Birth: 30 Nov 1986

Gender: Female

Nationality: Indian

Place:

Date:

(ALMAS KHAN)