## **Shadab Shaikh**

**NEW AAKAR CHS, BLDG NO:3, BEHIND SEVEN HILLS HOSPITAL, MAROL MAROSHI RD, ANDHERI EAST-400059.**

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**Profile**

I am a graduate of Bachelors in Management Studies (B.M.S) with almost 3 years experience. I am looking to expand my horizon with global and multi facet organizations while establishing myself as an asset to my employer. I am a keen learner and willing to exhibit my learned skills and talent as required.

**Skills**

* Knowledge about internet surfing
* Typing speed of 40 WPM
* Special study in Marketing & Retail Management
* Human Resource Management
* Testing: Test plan creation and execution, SDLC Process, White Box Testing, Black Box Testing
* Testing: Regression Testing, Orange Hrm, Testlink.
* Core Java: OOPS Concepts, Class, Collections, Packages.
* Core Java: Java Terminology, Link List.
* Automation Testing ( Selenium )

**Educational Qualification**

* Bachelors in Management Studies with 62% in Jan 2014
* H.S.C with 64.83**%** in March 2010.
* S.S.C with 58.15 % in Feb 2008.
* SCTS NxtGen Professional Plus – Testing with 53.50 % in Dec, 2018.

**Experience: Total 3 years’ experience (Jan 26th 2014 to August 2017)**

Was working as an Office Admin and Sales Executive at Real Estate firm (SAHYOG BUILDERS) since Jan 24th, 2016 till 6th Feb, 2016.

**Responsibilities at (Sahyog Builders)**

* Handling clients query on call.
* Managing details of vacant and occupied flats
* Handling month end and quarter gross calculations
* Managing meetings between clients and sales heads.
* Managing sales and managing clients in absence of sales head.

**Experience: Total 6 months experience at Network Techlab Ltd, Mumbai**

Was Working as an Executive Sales Coordinator at Network Techlab Ltd, Mumbai since 2nd Feb, 2016 till August, 2017.

**Responsibilities at (Network Techlab, Mumbai)**

* Collection of data through web and calling clients, generating leads and appointments on Phone.
* Coordinating with Business development Managers regarding leads and appointments and fixing up meetings.
* Sending Product Quotations to the clients.

**Experience: Total 7 months at SITEL India Pvt Ltd**

**Responsibilities at (SITEL India Pvt Ltd)**

Process: Thomas Cook (Customer Service Professional)

* Working on the leads from the Sales team.
* Calling the people regarding verification of the documents.
* Guiding them regarding Tour documents.
* Coordinating with different departments regarding visa appointment and sending tour documents once the procedure of visa done.

**Personal Information**

Name Shaikh Shadab Akhtar

Date of Birth 13, November, 1991

Contact Email Id [shaddysh786@gmail.com](mailto:shadabs78615@rediffmail.com)

Contact Phone 9987353003 / 9137124093

**Declaration**

I hereby declare that the above mentioned information is correct to the best of my knowledge.

DATE: PLACE: Mumbai.