

## **SULTAN KHAN N**

#17, Flat no S1, Crescent Apartment, 4<sup>th</sup> Cross, MD Block, Chamrajpet Bangalore 560018

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### **OBJECTIVE:**

Environment that offers an opportunity to enhance my skills and capabilities and to obtain a carrier in a well-established organization.

### **EDUCATION:**

BCA (Bachelor of computer of application) completed on June 2017 from Al-Ameen college Bangalore.

Pre university completed in the year 2014 from Al-Ameen PU college Bangalore.

### **WORK EXPERIENCE:**

#### **RAYAN BUILT TEC PRIVATE LIMITED;**

From 10-Jan-2018 to 15-Feb-2019 worked as a customer executive in Rayan built tech private limited in real estate business as a sales representative, my role and responsibility was to explain and convince the client to buy the sites and flats and also maintain the sales record.

#### **AEGIS:**

From 28-Mar-2019 to 16-Feb-2020 worked as a customer executive in online sales club factory chat support process, my role and responsibilities was to resolve the customer quires through online chat platform.

#### **STARTEK:**

From 09-Sep-2020 to 09-Sep-2021 worked as a customer executive in Berger paint process.

My role and responsibility were to out call the customers for the enquiry and send the feedback to our team regarding the painting service and complaints.

**MYNTRA:**

From 13-Sep-2021 to 31-Jan-2022 worked for 5 months in a contract basis as a seller support in L1 department.

My role and responsibility were to understand the customer complaints and need to resolve or forward the complaint to higher level of escalation.

From 18-July-2022 to 01-Dec-2022 worked for 5 months in a contract basis as a seller support in L2 department.

My role and responsibility were to resolve the queries raised by our L1 department and share the final result to customer.

**ABCO INFO TECH PVT LTD:**

From 03-July-2023 to 12-Sep-2024 worked for 1 year in freight forwarding company.

For BAFCO international shipping and logistics company in import operations team.

My role and responsibility were to co-ordinate with the overseas agent to place booking, confirming the draft BL'S from consignee, updating the tracking on time, sharing weekly report to consignee, D/O collection and empty return container request etc.

**SKILLS:**

Fast learner, Ability to work in a team, good communication and typing speed.

**LANGUAGE KNOWN:**

English, Hindi and Kannada

**DECLARATION:**

Taking above mentioned facts which are correct to the best of my knowledge, if a get a chance to perform in your organization, I assure you by my best performance at all time.

**Signature;**

Sultan Khan N