



SYED ABDUL HANNAN

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ABOUT ME

To work in an esteemed organization where I can enhance my skills and put my best effort for the growth of the organization and in turn learn new skills which will enhance my career and growth personally & professionally. I am looking for an even more challenging and rewarding role where I can apply my skills that I have acquired throughout my career.

WORK EXPERIENCE

SME Account Management & Corporate Sales Executive

Bharati Airtel Pvt. Ltd [08/08/2019 – 05/10/2024]

City: Hyderabad | **Country:** India

1. Managing Existing Corporate Accounts and Generating New Sales Leads: This involves maintaining relationships with current clients while also actively seeking out new business opportunities.
2. Overseeing Key Accounts: Taking ownership of key accounts involves ensuring their performance, profitability, retention, and overall satisfaction with your company's services or products.
3. Identifying Up-selling Opportunities: Analyzing data and performance metrics to identify areas where additional products or services can be offered to existing clients.
4. Maintaining Records: Keeping accurate records of various types of accounts, such as Budget SME, Large SME, and Powered SME accounts.
5. Enterprise Sales Support Fulfillment Team Activations: Coordinating with internal teams responsible for activating services for enterprise clients.

Customer Service & Operations

Diligent Freight Services LLC [14/04/2017 – 23/04/2019]

City: Dubai | **Country:** United Arab Emirates

1. Arranging the vehicle for local and GCC shipments.
2. Collecting the documents of driver and submitting to clients to provide the consignee to arrange the gate passes to driver at offloading point.
3. Preparing a gate pass for free zone shipments.
4. Maintaining records associated with incoming and outgoing shipments and daily tracking update to clients through mail.
5. If any shipment stuck at any border of GCC, coordinating with driver and client regarding the shipment clearance.
6. Follow-up suppliers for the shipments documents to raise the invoice.
7. Cash Handling Responsibilities – Deposits, petty cash, cash refunds depositing cheques and cash in bank.

Data Process (Back-End Operations)

Karvy Computer Share Pvt Ltd [06/08/2013 – 18/02/2017]

City: Hyderabad | Country: India

1. Work Force Management (WFM)
2. Verification of Image in Task-MF Module
3. Updating of Investor data
4. Handling units and AMC Mails for Pending Transactions
5. Quality Checking (QC) in Excel &Task-MF Module
6. Microsoft office skills specially working on spreadsheets, formulas, data entry management.

EDUCATION AND TRAINING

SSC

Supreme High School [01/06/2007 – 15/07/2008]

City: Hyderabad | Country: India

Senior Secondary

National Institution Open School [01/06/2021 – 31/08/2022]

City: Hyderabad | Country: India

LANGUAGE SKILLS

Mother tongue(s): Urdu

Other language(s): Hindi

English

LISTENING A1 WRITING A1

SPOKEN INTERACTION A1

DIGITAL SKILLS

Micro soft word, Micro soft office, Micro soft Excel, Micro soft power point, power point / Social Media/ Social Network / Computer hardware / Digital and online Marketing.