

# MOHD TALIB

📍 New Delhi, India 1100094

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## Website, Portfolio, Profiles

- [linkedin.com/in/mohdtalib00062](https://www.linkedin.com/in/mohdtalib00062)

## Education

- 2020 Bachelor's, Tourism Studies, IGNOU Pursuing
- 2019 12TH, ARTS, CBSE - South Delhi  
GPA: 75
- 2017 10TH PASS, CBSE - South Delhi  
GPA: 70

## Professional Summary

Studios Executive offering 2 years of extensive experience in Manpower industry. Top-tier skills in business and operations management. Analytical problem solver and critical thinker with remarkable decision-making and multi-tasking abilities.

## Skills

- Background in Manpower Industry

## Work History

12.2020 - 01.2022

### **Executive**

Resource Management - South Delhi, India

- Prepared annual data to determine metrics for operational performance.
- Collaborated with back-office team members to facilitate seamless business execution.
- Analyzed customer Data to identify opportunities and improve relationship.
- Solving query of agents and candidates.
- Maintain Monthly records and reports.
- Strong experience in data entry.

## Additional Information

- PERSONAL DETAIL. , Name- MOHD TALIB Father Name- Mr. Riyasat Ali Sex- Male, Date of Birth – 19/01/2001 Address – B-26, Bhagirati Vihar, Mustafabad, Delhi-110094

## Hobbies

Sketching  
Video games  
Fitness