***Curriculum vitae***

**Irshad Ahmed** 

**Mobile:** +91 8884035111

+91 7795752399

**E-Mail:** [Sameer.ahd4u@yahoo.com](mailto:Sameer.ahd4u@yahoo.com)

**CAREER OBJECTIVE:**

To be associated with a leading and progressive organization which would give me the best opportunities to improve and utilize my skills and knowledge and be a part of the team that works dynamically towards the growth of the organization.

* Bachelor of Business management(**B.B.M**)
* Total Work Experience: **1year 6months**

**PROFESSIONAL EXPERIENCE:**

**Standard Springs Industries Pvt. Ltd**

**Designation: Sales Co-coordinator**

**Location: Bangalore, India**

**Duration: August-2009 to February 2011**

**Key Deliverables:**

* Pre Study the enquiry and prepare the commercial offer as per clients requirement
* Keep track of enquiries and to keep clients informed of delays if any and follow-up of these enquiries.
* Managing list of interested customers to follow up in future or at requested call back time by the customer
* Handling complex and priority issues in the department and coming to an effective solution with regards to customer satisfaction

**EDUCATIONAL QUALIFICATION:**

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| **SL.NO** | **YEAR** | **COURSE** | **INSTITUTION** | **PERCENTAGE** |
| 1 | 2011-2014 | BBM(Degree) | Bangalore University | 62.17% |
| 2 | 2006-2008 | 2nd PUC(science) | Department of Pre-university Education (Bangalore) | 42.33% |
| 3 | 2006 | S.S.L.C(10TH ) | Karnataka Secondary Education Board(Bangalore) | 65.44% |

**Achievements, Honours & Awards / Contributions:**

* Have been awarded as a BEST STUDENT for overall academic performance in SSLC.
* Have been awarded Sports Champion as BEST ATHLETE OF THE YEAR 20O6.
* Conducted and headed the Best Manager event in college as a part of the Management fest in College.
* Have been awarded on successful completion of RIO +20 INDIA CERTIFICATION PROGRAM.

**SKILLS:**

* Basic computer skills, MS Office, English Typewriting Junior.
* Advance Excel (Certified from Aptech institute)

**PERSONAL TRAITS:**

* Strong leadership & managerial skills
* Keen & quick learner and a promoter of knowledge sharing
* Ability of multitasking to meet tight deadlines
* Ability to take initiatives

**PERSONAL DETAILS:**

**Father’s Name** : BASHEER AHMED

**Date of birth** : 06/12/1990

**Gender** : Male

**Marital Status** : Single

**Nationality** : India

**Contact Number (INDIA)** : +91 8884035111

**Email id** : Sameer.ahd4u@yahoo.com

**Languages Known**  : English, Hindi, Urdu, Kannada,

**Permanent Address** : #6, 4th ‘A’ Cross, Kanakanagar, R.T. Nagar Post,

Bangalore-560032

**PASSPORT DETAILS:**

**Passport No** : J7787499

**Place of issue** : Bangalore

**Date of Expiry** : 20-06-2021

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| **DECLARATION:** |

I hereby declare that the above information furnished is true to the best of my knowledge and belief.

**(IRSHAD AHMED)**