# CURRICULUM VITAE

SAIKH WAHID

**Phone- 09123860880, 7504170199**

**Email-wahidsaikh010@gmail.com**

## PROFESSIONAL SYNOPSIS

Adaptable and result oriented **Multi-tasking** professional having achieved many goals in my 4+ years service carrier at different organization. Seeking a position in an esteemed organization to utilize my skills and ability in the industry that offers professional growth.

## ACADEMIC QUALIFICATION

* B.COM pass out in 2009 from Sambalpur University, Odisha.

 +2 Commerce pass out in 2006 under CHSE, Odisha.

* HSC pass out in 2004 from Board of Secondary Education, Odisha.

## COMPUTER SKILL

* PGDCA (Microsoft Office, Web Browsing)

## EXPERIENCE & JOB RESPONSIBILITY

June 4 2019 to till date

* Company : D. N HOMES PVTLTD
* Marketing Partner :Blue House Consulting Pvt. Ltd
* Designation : Business Development Executive
* Profile : Sales & Marketing
* Project :D.N Fairytale
* Location :Bhubaneswar, Odisha,(India)

## WORK RESPONSIBILITY

* Field Sales in Bhubaneswar &Cuttack.
* Outbound sales & tele-calling for Apartment, Flats, Commercial complex sale.
* Generate leads by cold calling, social media leads& interact with clients.
* Develop relationship with client to understand their need & provide the best Real estate solution & analysis the project in detail also.
* Served as a representative for client from start to the end of transaction closing.
* Responsible for assigned sales targets on monthly basis.
* Maintain daily DSR report.
* Maintain good relation with client.

## March 14th2018- 06thAug 2018

* + Company : Genpact India Pvt Ltd
  + Designation : Process Developer
  + Profile : Accounts Payable
  + Location :Sitapura, Jaipur, Rajasthan(India)

## WORK RESPONSIBILITY

* + Processing & Verification PO & Non-PO Invoices from SAP & Oracle in monthly basis or deadline.
  + SOA Extract from SAP & Oracle in monthly basis.
  + Interact with South Asia clients had resolved their issues related activity by mail or call.

## JUNE 1ST 2015-JAN 15TH 2018

* + Company : Vastech Solutions Pvt Ltd
  + Designation : Back Office Operation.
  + .Location : Bhubaneswar, Odisha(India)

## WORK RESPONSIBILITY

* Field visit in Bhubaneswar & Cuttack.
* Outbound sales & tele-calling for IT product & generate hot leads & close the leads with suitable negotiable Price.
* Invoice processing on daily basis in Quick books.
* Generate Bills of products in daily basis.
* Cash collection update in daily basis.
* Maintain report IT-Sales product update in daily basis.
* Interact with clients regarding product sale.

## 1ST MARCH 2013 – 30thAPRIL 2014

* + Company : Tripathy & Co. (Chartered Accountant Firm)
  + Profile : Accounts Executive & Asst.Auditor
  + Location : Bhubaneswar, Odisha(India)

## WORK RESPONSIBILITY

* + - Internal & Concurrent Audit of Bank, KYC verification of bank, Company, NGO, Educational Institution.
    - Prepare Cash Book, Ledger Book, Income & Expenditure A/C, Balance sheet &Audit report of Clients.

## KNOWN LANGUAGE

* + English, Hindi, Oriya

## HOBBY

* + Watching latest movie & Play Cricket.

## PERSONAL DETAIL

Name : SAIKHWAHID

Father’sName : SAIKHSULTAN

DateofBirth : 5THMay1989

MaritalStatus : Single

Nationality : Indian PermanenteAddress **:** At-Baburampatna

Po- Gambharipada Ps-Kakatpur

Dist- Puri **(Odisha)**

752108

# I, SAIKH WAHID do hereby that information given is true to the best of my knowledge.

Place:- Saikh Wahid

Date:- Signature