CURRICULUM VITAE

Mohammad. Furqan

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NEW DELHI 110017

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*Work Experience*

* 6Months in International voice process
* Currently working with NIIT from last 1.6 Year

ROLES &RESPONSIBILITY

1. Handling admission, counseling and customer queries
2. To counsel the student and give them the right career path.
3. Handling the telephonic as well as walk-in enquiries.
4. Converting walk-in into registrations.
5. Handling all BTL activities.
6. College tie-ups
7. Generating Enquiry.

*Academic Qualifications*:-

* 10th from CBSE Board in 2011
* 12th from NIOS Board in 2013
* B.A(Hon’s) English

*Professional Qualification:-*

* 6 Month Computer Diploma

*Significant Strengths:-*

* Positive attitude Honesty and Ability to learn new things.
* Good thinks and Respect elders, helping, everyone. Leadership.
* Punctuality
* Leadership
* Confident level, My Honesty and hardworking, believe in comments.

*Personal Information:-*

Name : Mohd Furqan

Father’s Name : Mr. Ameer Ahmad

Date of Birth : 18th Nov. 1994

Sex : Male

Marital Status : Unmarried

Nationality : Indian

Religion : Islam

Language Known : English, Hindi& Urdu

*Personal Skills:-*

* Excellent communications skills
* Excellent presentation skills
* Interpersonal skills
* Highly convincing personality.