**CURRICULUM VITAE**

**HOUSE NO.505, Y-Block, Mangol Puri,**

**New Delhi-110083**

**Contact No. 9250892591,8447775189**

**E-Mail ID: zubairindia786@gmail.com**

**Mohd. Zubair**

**PROFESSIONAL SUMMARY**

I started my career with Bharati Max Life Insurance as a Customer Care Executive (CCE) it was target oriented job and I had achieved target every month in my 4 months job and also I had worked in ICICI Credit Cards Department on same Profile this was also target oriented job. After leaving this job I joined Ministry of Information and Broadcasting with contract Soni Detective and Allied Service as a post of Office Assistant from 2011 to 2016 and I joined National Organ & Tissue Transplant Organization under the Ministry of Health and Family Welfare with contract CMS Computer Ltd. From 2017 to 31st march, 2018. I had done formal training for tour and guide from IITTM Pusa.

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**Skills**

* Conflict resolution
* Self-motivated
* Powerful negotiator
* Risk Management processes and analysis
* Client assessment and analysis
* Processes incoming and outgoing mail and call
* Team leadership

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**EDUCATIONAL QUALIFICATION**

❖Completed my **Xth** Class from C.B.S.E Board Delhi.

❖Completed my **XIIth** Class from C.B.S.E Board Delhi.

❖ Completed B.COM from Delhi University.

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**PROFESSIONAL QUALIFICATION**

❖ Computer Knowledge (MS Office, MS Word, Ms Excel, Power Point)

❖ Good Communication skill and having typing .

❖ Travel & Tourism formal training from IITTM Pusa New Delhi.

❖ Volunteer in Common Wealth Game as a Tour Guide.

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**EXPERIENCE**

❖ Online working as Computer Operator.

❖ 3 month working Bharati Max Life Insurance, Netaji Subhash Place, New Delhi.

* 6 months Working as Customer Care Executive in ICICI Credit Card Department

❖ 6 year’s working in **Ministry of Information and Broadcasting,** Shastri Bhawan New Delhi as Office Assistant and deal in censor exemption certificate.

* 1 year’ working in **National Organ & Tissue Transplant Organization** (under the Ministry of Health and Family Welfare) Safdarjung Hospital New Delhi as Office Assistant and deal in organ donation pledge form.

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**PERSONAL PROFILE**

**Father Name : Nasruddin khan**

**Date of Birth : 05TH, July, 1991**

**Nationality : Indian**

**Sex : Male**

**Marital Status : Married**

**Language**  **: Hindi & English**

**Date:**

**Place: New Delhi (Mohammed Zubair)**