

Zuber Shaikh

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Career Objective:

I want to be part of the success in an environment of growth and excellence.

Summary of Qualification:

- Through knowledge of MS Office tools (Expertise in working with MS Excel)
- Good exposure to the back office profile with work experience in the field of sales, marketing and Bill collection process Industrial Corporate Department Etc.

Professional Experience:

➤ **Godrej & Boyce Mfg co Ltd:(Year2007–2011)**

- *I have do a door to door sales as per company outlet require.*
- *Updates monthly sales reports and sales targets given by BDM*
- *Achieve the target per day to given by the manager*

➤ **Torrent Power Billing Department:(Year2011-2015):**

- *Maintain the daily transactions data in the MS excel sheets.*
- *Daily billing data and money transaction reports end to head office and Torrent office.*

➤ **UTS KOEL CARE (M/S Kirloskar Oil Engines Limited)(Year2015-2018):**

- *Updates the reports formats as per the instruction by ASM.*
- *Prepared and flash daily /weekly service data for all engine asset.*
- *Analyzed the result and recorded the fluctuations in the computed values as compared to the standard values*

➤ **SUDHIR SALES AND SERVICES PVT LTD (M/SCUMMINS LIMITED)(Year2018-Present**

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- *Flash and update Genset services Planner of all branches data.*
- *Daily generate lead , quot and invoice as per customer requirement .*
- *Co-ordinate with customers regarding Cummins parts etc.*

Academic Education:

- I have completed my study in commerce S.Y.B.com. From C.U.SHAH COLLEGE. Gujarat University Ahmadabad in2009.

Personal Details:

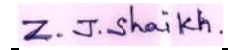
Date of Birth: 2nd May 1985

Hobbies: ReadingNewsPaper,PlayingCricket,Watchingmovies

Language: English, Hindi,Gujarati.

Skills: Leadership, Work Ownership, Team Player,Humble.

YourFaithfully,

Z. J. Shaikh.

Zuber Shaikh.