



SHAIQ KHAN

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110094

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M No. 8860179007

OBJECTIVE

- To work in professional environment with prospects of growth where I can apply my academic & professional knowledge of sharpen my skill & competence for the realisation of good entrusted to me deficiently and efficiently.

CORE QUALIFICATIONS

- Organized and analytical in all work to avoid mistakes.
- Excellent data entry and invoicing skills.
- Great sales and customer service skills in person or over the phone.
- Understanding of accounting procedures.
- Exceptional writing skills.
- Proficient in computer programs related to credit card processing and invoicing.
- Exemplary work ethic and self-motivation needed for a job done completely and done well
- Clerical skills such as copying faxing filing answering phones taking messages etc.

EXPERIENCE

1 year experience in Internet Global Services HSBC Bank credit card department as a sales executive.

- Perform direct sales to potential credit card customers encouraging them to sign up for our services.
- Assist customer with completion of the BPS credit card application.
- Attend/support outlet opening and relocation events.
- Process credit card applications for new customers setting credit limits and terms of service according to customer credit and background.

2 year experience in Team Lease Services Pvt Ltd SBI card department as a sales executive.

- Documented all customer inquiries and comments thoroughly and quickly.
- Coordinated between billing department and customers to resolve problems.
- Responded in a timely matter to help customers find items throughout the store, adding on extra items in the store to increase the daily sales for the day.

- Made it on 13th spot on the master card list for the entire month of December, which was out of the entire region of Bass Pro.
- Answered customer questions about product availability and shipment times.
- Accurately filled out paperwork daily to ensure the credit card process was complete, to find out where we stood for the month on credit cards.

EDUCATION

- 10th Passed From CBSE BOARD
- 12th Passed From CBSE BOARD
- B.Tech (Electrical Engineering) From Kalinga University

TECHNICAL QUALIFICATION

- Basic Knowledge of Computer
- Certificate 3 Month of Basic Computer Course

PERSONAL INFORMATION

- Father Name – Mohd Sagheer Khan
- D.O.B – 22 December 1994
- Marital Status – Single
- Nationality – Indian
- Language Know – English , Hindi , Urdu

Signature