**Curriculum Vitae**

**Kazi Mohd Javed Shakil**

**Phone:** +91 8999816619/8888189099

**Email: javedkazi78618@gmail.com**

**Objective:**

* To gain an entry level position in the organization and to grow with the organization.
* Work as a team player and improve my inter-personal communication skills and leadership qualities.

**Academic Qualifications:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Qualification** | **Year of Passing** | **Name of School/College/Board/ University** | **% marks** |
| B.com | 2018 | Dy patil college Akurdi  (Pune University) | 48 % |
| HSC | 2013 | Abhiman Jr. College camp  (Secondary & higher secondary education pune) | 49.55 % |
| SSC | 2010 | SMT akurdi  (Maharashtra State Board) | 61.45 % |
|  |  |  |  |

**Technical Skills:**

* **Diploma in Graphic & Automation -88%**
* **Tally 9.0**
* MS Office, MS Word, MS Excel Word And Power Point.

**Work Experience**

**Company Name : XIAOMI India pvt ltd**

Profile : MiTr-Maharshtra

Duration : 09/02/21 to till

**Roles& Responsibilities:**

**Daily stock count**

**Requirement stock model vaise**

**Weekly aasisment**

**Monthly assismement**

**Day waise target**

**Weekly target**

**monthly target**

**Daily reporting**

**Daily online server**

**Work Experience**

**Company Name :Reliance Digital Retail Ltd**

Profile : Digital Expert as TL (mobile section)

Duration : 19-10- 2020 to 31-Jan-2021

**Roles& Responsibilities:**

Daily stock sheet provide to team

Offer Check

Section Proper correction

Ticketing & Merchandise

Daily Offer Execution.

Solving queries of customers.

**Work Experience**

**Company Name :Croma Infiniti Retail Ltd.**

* Profile : customer service specialist
* Duration : 28 Nov 2019 to 18 oct 2020

**Roles& Responsibilities:**

Daily Counting & Maintaining

Section Upkeep.

Ticketing & Merchandise

Daily Offer Execution.

Customer handling & After Sales Service.

Meeting With Croma

Solving queries of customers.

Follow Up

**Work Experience**

**Company Name : OPPO MU PVT LTD.**

Profile Sales Representative

Duration 1 March 2016 to 1May 2019

**Roles& Responsibilities:**

Daily Counting & Maintaining

Section Upkeep.

Ticketing & Merchandise

Daily Offer Execution.

Customer handling & After Sales Service.

Meeting With Croma

Solving queries of customers.

Follow Up

**Other Certificate**

Prize of LFR Champ A+ Category OPPO

1Prize of OSR in Grooming

Certificate of Diwali champion contest OPPO

**Work Experience:**

**Company Name : Digi call center**

**Airtel process : 6month ( 2013 )**

**Roles& Responsibilities:**

**. Customer problem Airtel Networking**

**. Airtel Offer**

**. NEW Plan offer**

**Hobbies and Interests:**

* Listening Songs.
* Watchig news

**Personal profile:**

* Date of birth : 21th February, 1994
* Gender : Male
* Language known : English, Hindi & Marathi
* Marital status : Yes
* Nationality : Indian
* Contact number : 8888189099/8999816619
* Address : Chinchwad

**Declaration:**

I, hereby declare that the information given above is true to the best of my knowledge.

**Date :**

**Place : CHINCHWAD**

Kazi Mohd Javed Shakil