

RESUME

ISHFAQ AHMAD

Contact: 9697402297

Mandibal Nowshehra Near Noor Masjid

Jammu And Kashmir, 190011

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CARRIER OBJECTIVE

A growth oriented position in a professionally managed and dynamic organization which provides opportunities for development and responsibilities to contribute towards by utilizing and expanding upon experience, training and capabilities.

WORK EXPERIENCE

❖ **Reliance SMSL Limited (Jio)**

(01-June- 20 -29 June 20)

Designation:- Senior Sales Executive

Location:- Srinagar JK

JOB RESPONSIBILITIES

- Conducting market research to identify selling possibilities and evaluate customer needs
- Builds business by identifying and selling prospects; maintaining relationships with clients
- Demonstrating and presenting products · establishing new business
- Produce new revenue by researching and analyzing potential prospects and sales

❖ **NSEIT Limited**

(01-Dec-18 to 24-Dec-19)

Designation:- Chief Proctor

Location:-Srinagar JK

JOB RESPONSIBILITIES

- Conduction Online Examinations
- Maintaining Documentation of every examinations

- Capturing Biometrics of all Candidates
- Scanning and uploading of results
- Audit of Documents as per the Client Regulation
- Conducting Exams Of IRDA and UIDI
- Maintain Exam Servers

❖ **Bharti Airtel**

(05-Feb-18 to 24-Nov-18)

Designation:- Sales Team Leader

Location:-Srinagar JK

JOB RESPONSIBILITIES

- Create an inspiring **team** environment with an open communication culture.
- Set clear team goals
- Delegate tasks and set deadlines
- Oversee day-to-day operation
- Monitor team performance and report on metrics
- Motivate team members
- Discover training needs and provide coaching
- Listen to team members' feedback and resolve any issues or conflicts

EDUCATION QULAFICATIONS

- ✓ **B.COM** Through Kashmir University

Specialization: Gen English, Economics, Accounts, Computer Science

TECH. QULAFICATION

- ✓ One year Diploma in Computer Application

COMMUNATION SKILLS

- Reading Skills: Kashmiri, Urdu, English.
- Writing Skills: English, Urdu, Kashmiri

SPEAKING SKILLS

➤ English, Urdu, Kashmiri

PERSONAL INFORMATION

Parentage: Mr. Ghulam Muhammad Dhobi
Date of Birth: 15 April 1993
Permanent Address: Mandibal Nowshehra Near Noor Masjid Srinagar
Pin Code: 190011
Gender: Male
Marital Status: Unmarried
Blood Group: B+

DECLARATION

I hereby declare that all the above furnished information is true to my knowledge & belief.

Ishfaq Ahmad