

## RESUME

### ISHFAQ AHMAD

Contact: 9697402297

Mandibal Nowshehra Near Noor Masjid

Jammu And Kashmir, 190011

Email:-ishfaq26@gmail.com

### 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*

✓ **M.COM** (Pursuing From IGNOU)

**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**