



CURRICULUM VITAE

Shaikh Shahbaz

Contact (mobile): 9930188725

Email id: ss.shahbaz786@gmail.com

OBJECTIVE OF JOB

To join an organization where I can show my ability and quality of performance and to work with the leading edge of the technology.

WORK EXPERIENCE

- Currently Working with JPR Channel at Sion as an Sr. Executive from 1 March 2018 to 31 August 2020.

Nature of Work Handling

1. Daily interaction with Area Managers and Collection Boys on customer outstanding, bills and complaint.
2. Creating reports based on the input provided by Area Managers and Collection Boys.
3. Understanding customer problems and accordingly providing solutions.
4. Identifying daily collection done by collection boys.
5. Providing reports to top management on daily, weekly, fortnightly and monthly.
6. Also working on ad-hoc requirements.

- Worked with Board of Examination for Seafarers Trust at Belapur as an Jr.Admin Assistant from April 2010 to January 2018.

Nature of Work handling

1. Send mails to the institute and receiving them.
2. Receiving application forms for the candidates appearing for the exam.
3. Taking care of Examination arrangement, i.e. Dispatching of Question & Answer Paper, Coordinate with Examiner Coordinator of each center.
4. Handling the logistics work.
5. Maintaining Mark Sheets and Certificates.
6. Assisting assistant Manager in day today activities.
7. Maintaining files and registers.
8. Assisting in day to day operation of BES computers and data management.
9. Preparing documents for all examination related activities.

- Worked with Wipro in Belapur as a Data Associate from Jan 2010-Apr.2010

Nature of work handled

1. Working on claim processing Department processing Insurance form on the company based software.



2. Checking & Verifying of Documents submitted by Insurance Company.
 3. After verifying all the documents, we processed & update the same in the system.
- Worked with **Intercraft Trading Pvt. Ltd.**, in Vashi as **Team Leader** from **July 2008 to Nov 2009.**

Nature of work handled

1. Handling team of various outlet.
 2. Helping customer to solve queries related to products to increase the sale.
 3. Interact with the Customer politely and retain them, if they have any problem with the product.
 4. Generating weekly and monthly Sales Report and evaluating individual performance Reports of the team members related their targets.
 5. Managing Mall Promotion.
- Worked with **Beauty Impex Pvt. Ltd.**, in Chembur as **Customer Care Associate** from **Jun 2007 to Jun 2008.**

EDUCATIONAL QUALIFICATION

CLASS	UNIVERSITY
S.S.C	Mumbai University
H.S.C	State Board of Allahabad
F.Y.B.Com	Allahabad University
S.Y.B.Com	Allahabad University
T.Y.B.Com	Allahabad University

OTHER QUALIFICATION

- Computer knowledge / Internet surfing
Ms-Office (Word, Excel, Power point)
- English Typewriting
Speed 40 w.p.m

COMMUNICATION SKILLS

Phenomenon to put at point to the other person convincingly.

MANGEMENT SKILLS

Leadership skills, Good Team Co-ordination, Public Relation Co-ordination, Customer relations skills.

PERSONAL DETAILS

Flat No: 206 2nd Floor B
Wing Dream Heights, Mumbra
Thane: 400612

Date of Birth : 6th April 1983

Marital Status: Married

Age : 37 years

LANGUAGES KNOWN



Can speak and write ENGLISH, HINDI & MARATHI and only speak Urdu.

PERSONAL INTEREST

Hobbies: Playing Cricket, Listening Music, Travelling.

Place: Mumbai

Date:

(Shaikh Shahbaz)