

MOHAMMAD HABEEB

Dialer and MIS Executive

Phone: 9966342682

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PROFILE

Seeking a challenging career in all fields that encourages continuous learning and creativity, exposure to new ideas, stimulation of personal and professional growth.

EDUCATION

Diploma In computers Indur institute of Engineering and Technology SBTET AP Hyderabad Andhra Pradesh	Under Graduate, Passed out 2012 Marks 80% Division 2
Secondary Manjeera High School, Ramayampet Board of Secondary school Education, Andhra Pradesh.	Passed out 2011 Marks 84% Division 1

PROFESSIONAL QUALIFICATIONS AND AFFILIATIONS

- **BB-8 Application, Genesys Application, Convox Application and Ameyo Application.**
- **Advance Excel, Power point.**
- **PGDCA.**

SKILLS

- Power Point presentation.
- MS Office, HLookup, VLookup, Pivot Table, Condition Formatting and Formulas etc.,
- Generating Daily and Hourly reports according to Client requirement.
- Managing the Data and generating the Performance reports, Through process wise.

WORK EXPERIENCE

January 21st 2015 – June 21st 2017

Dialer Executive

Vertex management Solutions pvt.ltd

Skills and Abilities:

BB-8 Application & Genesys Application:-

- Have Complete Knowledge about BB-8 Application.
- Can able to manipulate the Team with Understanding.
- Can manage the Genesys Dialer completely.

ROLES AND RESPONSIBILITIES.

- Responsible to manage a team in proper co-ordination.
- Responsible for maintaining the team.
- Responsible for maintaining the Dialer related information.
- Responsible for Dialing the data through application with different modes.
- To satisfying clients needs.

July 14th 2018 – Till Now

Dialer Executive & MIS Executive

HRH Next Services pvt.ltd

Skills and Abilities:

Convov & Genesys Application:-

- Have Complete Knowledge about Convov and Genesys Application.
- Can able to manipulate the Team with Understanding.
- Can manage the Genesys Dialer completely.

COMPUTER PROFICIENCY

- **Web Development** : DCA (Diploma in computer Application).
- **Operating Systems** : Windows (98, 2000, XP).
- **Database** : Worked and familiar with all browsers.
- **Windows Applications** : Ms-Office (Word, Excel, Powerpoint)

INTERESTS

- Ability to work independently and under pressure.
- Ability to perform stupendously in team environment.
- Goal oriented and self-motivated.
- Efficiency of managing multiple tasks.
- Hard working and self-motivated.
- Self confident and commitment to work.

PERSONAL DETAILS

- Name : MOHAMMED HABEEB
- Father's Name : MOHAMMAD YOUSUF
- Date of Birth : 18-03-1996
- Sex : MALE
- Martial Status : UN-MARRIED
- Religion : MUSLIM
- Nationality : INDIAN
- Languages Known : English, Hindi ,Telugu and Urdu

Declaration

I, Mohammed Habeeb, hereby declare that the information contained herein is true and correct to the best of my knowledge and belief.
