**Curriculum Vitae**

Abdul Sattar
#24-57-2, Ambusarang Street, Old Post Office, Visakhapatnam-530001
Andhra Pradesh, India
Contact No. +91 9666357104, +917995580703
Email Id: - abdulnaazzoheb@gmail.com

**Professional Summary:**

To work in a challenging environment that promises growth as well as opportunity to learn more. To shoulder responsibilities effectively and contribute towards the growth of the organization with the skills I possess and have developed.

**Higher Qualification:**

* Matriculation from St. Anthony High School - March 2005
* Intermediate from Sri Vasavi Jr. College - March 2008

**Core Qualification:**

* Strong experience with Internet usage Excel and Microsoft Word
* Excellent proficiency in alphanumeric and 10-key typing
* High skills in working independently and accurately
* Superior knowledge of Windows data field entry
* Exceptional skills in data review for inaccuracies and inconsistencies
* Outstanding skills in error message review and resolution
* Sound time management and organizational skills

**Strengths:**

* Enthusiasm
* Trustworthiness
* Creativity
* Discipline
* Patience
* Respectfulness
* Helpingness

**Hobbies:**

* Reading Newspaper
* Watching Movies

**Experience in India: 4 Years**

**Associate Operation - Jan 2013 to Jan 2015
WnsPvt Ltd, Visakhapatnam**

* Wns is listed on the New York Stock Exchange under the symbol WNS
* The company operates in two segments WNS Global BPO and WNS Auto Claims BPO
* Its client is primarily in the travel, banking services, insurance, healthcare and utilities, retail and consumer product Trainer.
* I have worked on project in Fedex for one Year and Lytix for one year as an Associate Operation.
* Domestic Non-Voice in the IT-ITES Industry is also known as a Customer Service Associate.

**Data Entry Operator - Apr 2016 to March 2018
Encore India, Visakhapatnam**

* Rectified errors and problems per company data entry protocols
* Researched and interpreted company information to clarify correct keying procedures
* Provided assistance to newer data entry operators as required.
* Organizing files and collecting data to be entered into the computer.
* Analyzing the data for errors.

**Billwriter cum Cashier - Aug 2018 to Nov 2020
Chandana Brothers Pvt Ltd, Visakhapatnam**

* Handles cash transactions between customer and retail store
* Answers routine billing questions/issues from customers
* Receives and processes all payments according to standard procedures.
* Scan products, operate scanning equipment and fix scanning issues.
* Processes credit and debit cards, helping customers use processing equipment.

**Experience in Abroad: 1Year**

**Office Boy - April 2015 to April 2016
Emrill LLC, UAE**

* Monitoring the use of equipment and supplies within the office
* Maintain cleanliness of office equipment and furniture
* Monitoring the external cleaners
* Making and serving tea and coffee to guests and managers
* Prepare stationary for al shops and the head office
* Change printer cartridges
* Assist in board rooms to set up projector and laptop
* Filing documents as per the department requirement
* Collecting and distributing couriers or parcels among employees and opening and sorting emails

**Personal Information**

Name : Abdul Sattar

Father’s name : Abdul Raheem

Date of Birth : 25th August, 1989

Place of Birth : Visakhapatnam

Religion : Muslim

Nationality : India

Gender : Male

Marital status : Married

Languages Known : English, Hindi & Telugu

Date:

Place: Visakhapatnam

(Abdul Sattar)