

# RESUME

## SHAIKH ALTAF BISMILLABHAI

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### OBJECTIVE

Seeking a challenging and rewarding opportunity as a professional in a reputed company where I can effectively utilize my Knowledge and skills and to play a key role in the growth of the company.

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### WORK EXPERIENCE

#### Sales Support And Backend Support Enterprise Function

- DURATION: FROM April 2017 TO TILL DATE
- MAIN FUNCTION: MIS & Sales Support & Handling Circle Spoke Position
- EMPLOYER: Reliance Jio Infocomm Limited Drive In Cinema Ahmedabad
- JOB DUTY: Daily Analysis & Reporting, Account Reconciliation, Perform other Duties and assignment as directed by Company

#### Sales Support And Backend Support Business Services

- DURATION: FROM July 2015 TO March 2017
- MAIN FUNCTION: MIS & Sales Support
- EMPLOYER: Vodafone Mobile Services Limited Sakar-2 Ahmedabad
- JOB DUTY: Daily Analysis & Reporting, Order Managements for Wire line Products, Perform other Duties and assignment as directed by Company

## DOCUMENTS VERIFICATION

- DURATION: FROM JUN 2010 TO FEB 2011
- MAIN FUNCTION: CUSTOMER SERVICE
- EMPLOYER: VODAFONE SAKAR 2 ELISH BRIDGE, AHMEDABAD.
- JOB DUTY: VERIFICATION DOCUMENTS OF INDIVIDUAL & CORPORATE

## BACK OFFICE EXECUTIVE IN CUSTOMER SUPPORT GROUP

- DURATION: FROM MAY 2011 TO JUN 2015.
- MAIN FUNCTION: CUSTOMER SERVICE
- EMPLOYER: VODAFONE SAKAR 2 ELISH BRIDGE, AHMEDABAD.
- JOB DUTY: RESOLUTIONS OF COMPLAINS, FOLLOW UP WITH CUSTOMER, MAKING REPORT ON EXCEL.

## SKILLS

- MIS REPORT AND ADVANCE EXCEL VLOOKUP
- PIVOT, Good knowledge of operating system such as windows XP, MS OFFICE

## EDUCATION

- SECONDARY SCHOOL: GSEB March 2005
- HIGHER SECONDARY SCHOOL: HSC March 2007
- DEGREE: BACHOLER OF ARTS IN PSYCHOLOGY 2016

Thanks & Regards,

Altaf B Shaikh

