

**MIRZA BILAL**  
**Mob: 8400087571**  
**Email: bmirza262@gmail.com**

**Attention: Human Resource Department,**

I believe that your company specializes in placing a right candidate for the right position. With this, I am forwarding my application for your review.

**Career Vision**

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To work in a professional environment that will give me a chance to utilize my skills and enable me to perform up to the best of my abilities, and also give me a chance to develop my personality and achieve my career objectives

I am a high performer and quick learner with creative thinking and skills in creating an atmosphere of truthful, open and ethical in work place.

Recognizing the limitations that written words can pose, I would like to convey my interest with you in person and would welcome the opportunity to discuss how I can contribute to the organization.

**Key skills**

- Good co-ordination, prioritization and time management skills.
- Strong team orientation focusing on team achievement rather than individual.
- Ability to work independently and managing multiple tasks efficiently.
- Interpersonal/communication skills.
- Computer literacy in word, excel, PowerPoint, Email and internet.

**Employment History**

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Currently working in ICICI BANK LTD from 24 November 2017 Till Date

As Customer Service officer.

**Continuous Learning:**

- Keeping oneself updated with all the product knowledge, promotions, processes and policies
- Attend mandatory staff meetings and training sessions.
- Knowledge of procedures in emergency situations.

**Education / Qualifications**

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***Higher Secondary in science. 2011-2013***  
Up Board

### **Computer Skills**

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**Software Packages :**

Strong command over MS office tools (Excel, Word, and Power point).

### **Personal Details**

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Date of Birth : 03-07-1996  
Sex : Male  
Marital Status : Single  
Nationality : Indian  
Religion : Islam  
Languages Known : English, Hindi, Urdu

### **Passport Details**

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Passport No : V0002668

### **Reference**

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Can be provided as requested.

### **Declaration**

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I sincerely believe that the above-mentioned facts are true to my knowledge and belief.

**Place: INDIA**

**Mirza Bilal**