

IMAM HUSAIN SHAIKH

husainshaikh399@gmail.com

Mobile: 7666620065

Career Objective To seek a challenging career with a progressive organization to utilize my skills, creativity and education that will allow for my professional growth within the company.

Academic Credentials:

INSTITUTE	UNIVERSITY / BOARD	%	EXAMINATION	YEAR OF PASSING
R S COLLEGE ART AND COMMERCE	Mumbai University		TYB.COM	2017
BANDRA JUNIOUR COLLEGE COMMERCE AND SCIENCE	Mumbai University		HSC	2013
BANDRA URDU HIGH SCHOOL	Mumbai University		SSC	2010

WORK EXPERIENCE:

CSE at VODAFONE STORE (TALENT QUEST SOLUTION) –THIRD PARTY PAYROLL-APR 2016 TO

CUSTOMER SERVICE EXECUTIVE

- Working as an customer service executive at Vodafone store
- Attending various segments of Customers
- Understanding the needs of the customers and helping them to overcome the issue faced by the network
- Convincing customer to buy the product and close sales on product such as postpaid activation, data dongles and handsets etc.
- Giving best service to customer and making good brand repo.
- sell prepaid recharges and calling cards to customers and sell postpaid card

RIVA EXPRESS COURIER (BACK OFFICE) june-2014 to june -2015

CUSTOMER SERVICE EXECUTIVE

- MAKE COURIER INVOICE DATA
- MAINTAIN DAILY DATA REPORT
- CHECK MAIL ON REGULAR BASIS OF CUSTOMER ENQUIRY FOR COURIER

PANTALOON MALL jul- 2015 to feb-2016

CASHIER jul- 2015 to feb-2016

- COLLECT CASH FROM CUSTOMER ON PURCHASES
- HELP CUSTOMER QUERY FOR PRODUCT SECTION
- UP SELLING MANTANING BALANCE
- Maintain monthly, weekly and daily report of transactions.
- Guiding and solving queries of customer.

COMPUTER PROFICIENCY

- Microsoft word • Microsoft excel tally out look

PERSONAL INFORMATION

- Date of Birth 03 may 1996
- Marital Status Single
- Email Id husainshaikh399@gmail.com
- Mobile No +917666620065
- **Permanent Address**

Sundarm bilding room no 375 4 th floor ,

Near ganesh mandir mahim east ,

Mumbai 400017

COMPUTER SKILLS

, Microsoft Word, Excel, Power Point, , Microsoft Windows XP and Microsoft Office Windows 7, Internet, Typing.

CERTIFICATESO F OTHER ACTIVITIES

- Certificate of MSCIT .
- Certificate of DTP.
- Certificate of BASIC Software.

HOBBIES

- Listening Music.
- Driving.

- **Date:**

Place: Mumbai

Husain shaikh