**Cont. No: 9641254727.**

kalam\_001@yahoo.in/

**Permanent add-** Vill- Kharur

P.o- Rameswarpur, P.s-Hasnabad, Dist-24 pgs (n), pin-743426

  **Md Abdul Kalam Gazi**

**Career Objective:**

 To seek a challenging career in the Upcoming Industry where I can utilize My Good interpersonal skill & positive attitude to achieve the goals of the Organization & grow along with it.

**Personal Skills:**

 Advising new businesses on formation of corporations and business Structures, drafting privacy policies and structuring commercial Transactions Problem solving abilities, excellent verbal And written Communication skills, ability to deal with people Diplomatically, willingness to earn, customer Satisfaction and team facilitator.

**Basic Information:**

 **:** Father Name- Abdul Khalek Gazi

 . Date of Birth- November 01, 1987

 . Nationality- Indian

 . Marital Status- Married

 . Sex- Male

 **Educational Qualification:**

 . Passed Graduate in English honours from Sridhar University in 2013(Distance Mode).

 . Passed Higher Secondary Examination (Science) In 2005 under W.B.B.H.S.E

 . Passed Secondary Examination in 2003 under W.B.B.S.E.

 **Languages:**

 . English, Hindi, Bengali.

**Technical Skills:**

 **.Acquired proficiency in handling in the following Aspects**

 . Microsoft Word, Excel, Tally, Hardware.

**Working Experience:**

 . I have worked as a Customer Service Associate- Executive (Cashier) in Spencer’s Retail Ltd (RPG) (One year) at South City Hyper(1year&2months). . I already worked in Sparsh BPO Service Ltd in “Aircel Process “At Kolkata (1.3 years) as a Customer Service Associates.

 **. I also worked in Janalakshmi Financial Services Limited as a Relationship Officer since 2 years.**

 **. Now I am working in Shriram Transport Finance company Limited as a Relationship Officer since 03.10.2017 to Present.**

**KEY RESPONSIBILITIES AREAS:**

Ø Managing all aspects of standard business progress.

Ø Keeping records of respected business consultant and utilizing those data’s during promotions, source of new business etc.

Ø Analysis of daily business growing report.

Ø working with Department manager to ensure merchandising changes aligned with business planning pattern.

Ø motivating myself to achieve personal as well as store goals.

Ø tracing the records of daily business figure,

Ø Maintain all the aspect inward and outward by as system and other system work of the branch.

**JOB RESPONSIBILITIES:**

 Handling customer’s problem & provide solution, answer for various query. Feeding data in system preparation of daily reports and forward to higher officials, Visit to various corporate for group connection sending the mail on daily basis for get resolve the customer’s problems and also customer’s feedback to higher officials.

DECLARETION:

I hereby declare that the information provided is true to the best of my knowledge.

Date…

Place: . Kolkata Signature