



# AZEEM AHMAD

As a Business Management Professional, I pride myself on my responsible and organized approach to work. I am always seeking new opportunities to develop my skills and achieve my goals, while also contributing to the growth and success of the organizations I am a part of.



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Dubai, UAE

## LANGUAGE

- English
- Hindi (Native)
- Urdu (basic)

## EXPERTISE

- Management Skills
- Creativity
- Interpersonal Skill
- Motivated
- Negotiation
- Critical Thinking
- Leadership

## EXPERIENCE

### Avantha Technologies Pvt. Ltd

Gurugram - Haryana

March 2023- Oct 2023

- Company was into Health care Sector where we use to Release records of Patient.
- Working as an EDM- ROI / Process Associate 1 (Release of Records).
- Work is to Assign Raw data into Organized Manner into the Portal given by the Company.
- And Also maintaining Records of all the Data in Excel Files.
- Enhanced my ability to Focus and to Provide my Full Attention towards Work.
- Also Completed My Training within one and half Week.

### Shanker Traders

Gorakhpur - Uttar Pradesh

Feb 2022 - Feb 2023

- Worked as Assistant Finance Officer and Also as Sales Person.
- The Company Was into Automobile Sector for 3 wheelers Electric Vehicle.
- My Job was to Bill the customer Who Purchases the Vehicle on Loan.
- And also I have to Work as Sale Person.

### Eros Inc.

Mumbai - Maharashtra

Jan 2021 - Jan 2022

- Worked as tele sales Executive for selling ICICI BANK credit cards.
- Answer incoming calls from customers and address their queries and concerns.
- Provide accurate and relevant information about products, services, policies, and procedures.
- Assist customers with troubleshooting issues and providing step-by-step guidance.
- Create a positive and welcoming first impression by using courteous and professional language.
- Actively listen to customers, empathize with their concerns, and demonstrate genuine interest in resolving their issues.

## SKILLS SUMMARY

Accounts	<div style="width: 60%;"><div style="background-color: #333; height: 10px;"></div></div>	60%
Management	<div style="width: 81%;"><div style="background-color: #333; height: 10px;"></div></div>	81 %
Quicker Learner	<div style="width: 98%;"><div style="background-color: #333; height: 10px;"></div></div>	98%
MS Office	<div style="width: 65%;"><div style="background-color: #333; height: 10px;"></div></div>	65%
Motivated	<div style="width: 95%;"><div style="background-color: #333; height: 10px;"></div></div>	95%

## EXPERIENCE

**Fazeel Ahmad Khan & Company**  
**Gorakhpur - Uttar Pradesh**  
**March 2019 - Nov 2022**

- Worked as an Executive for Filing GST and Maintaining Balance Sheets.
- Work is to Analyze Returns on GST and get the taxes Paid for the Companies.

## PERSONAL INFO

- **Father's Name : Nabiullah Janab Ali**
- **Date of Birth : 09-05-2002**
- **Sex : Male**
- **Nationality : Indian**
- **Marital Status : Single**

## EDUCATION

**Alkesh Dinesh Mody Institute For Financial and Management Studies**

**Mumbai University, India**

Bachelor of Management Studies  
2019-2022

Grade - 9.30 CGPA

**Karthika Jr. College**

**Mumbai, India**

Pass Out 10 + 2  
2018 - 2019

Grade - 80.15 %

## DECLARATION

I hereby declare that all the information stated above is true to the best of my knowledge and belief till date

**Azeem Ahmad**  
**(Signature)**