

# Shaik Shah Ali

Flat 102 First Floor,  
Abu baker Siddique Metro station  
Hor Al Anz, Dubai

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## EXPERIENCE

### **Only IT Consulting LLC — Business Development Manager**

OCT 2022 - OCT 2023

- Identifying and cultivating new business opportunities within the IT recruiting sector.
- Building and maintaining relationships with clients and candidates.
- Developing and implementing business development strategies to achieve revenue targets.
- Managing the full sales cycle, from lead generation to closing deals.
- Collaborating with the recruitment team to understand client needs and match candidates.
- Negotiating contracts and terms with clients.
- Analyzing market trends and developing insights to drive business growth

### **Partha Dental Care India Pvt Ltd — HR Executive**

MAY 2019 - SEPT 2022

- Collaborate with department managers to understand staffing needs.
- Develop detailed job descriptions and job specifications.
- Source, screen, and hire candidates using various platforms.
- Assess candidates through interviews and technical skills evaluations.
- Verify references and perform background checks as necessary.
- Facilitate the onboarding process for new hires.
- Extend job offers and negotiate terms when needed.
- Maintain recruitment data, ensuring compliance with regulations.
- Provide regular updates to candidates about their application status.
- Conduct orientation sessions and assist in the adaptation of new employees.

### **PWG IT Services Pvt Ltd — Relationship Manager**

for BHARTI AIRTEL LTD (Business To Business)

MARCH 2018 - APRIL 2019

- Managed a high volume of daily phone calls, emails, and customer interactions.

## OBJECTIVE

Experienced professional with a strong background in business development, client relations, and administration. Looking for an opportunity where I can exhibit my skills so as to build a promising career and obtain a meaningful and challenging position. I aim to use my expertise in sales, relationship management, and operations to help a company grow and succeed.

## SKILLS

Operating Systems: Windows  
(98/2000/XP/Vista/07/09/10)

MS Office: Word, PowerPoint

Advanced MS-Excel (Vlookup, Hlookup, Pivot Table, Macros, Max Min, Average, If Conditions, Round, Sum, Len, Right, Mid)

Google Workspace: Sheets, Docs, Slides

Hardware & Networking.

## STRENGTHS

- Strong Interpersonal and Communication Skills.
- Confident, Self-learning and hardworking.
- Optimistic with a positive and Cooperative attitude.
- Adaptable to any type of environment.

- Maintained current knowledge of competitor activities, products, and services.
- Fostered and upheld cordial relationships and strong rapport with both existing and potential clients.
- Demonstrated a comprehensive understanding of market trends.
- Developed cross-selling and up-selling opportunities.
- Stayed in contact with customers through personal visits, telephone calls, and written correspondence.
- Investigated and resolved complex or prolonged customer issues, often transferred by customer service assistants.

### **Reliance Communications Pvt Ltd — Customer Support Executive**

JULY 2017 - FEB 2018

- Attended customers' queries and concerns, providing appropriate responses.
- Offered assistance and guidance to customers using the organization's products or services.
- Assisted in resolving a variety of customer issues, be it recent or long-standing problems passed on by previous associates.
- Maintained accurate records of conversations and correspondence with customers.
- Developed feedback and complaints procedures for customers' use
- Collaborated with other managers to discuss potential enhancements to customer service.
- Kept knowledge of the organization's products or services, ensuring to learn of the latest updates.

### **LANGUAGES**

Fluent in English, Hindi and Telugu

### **PERSONAL PROFILE**

Name : SHAIK SHAH ALI

Father's Name : Late SHAIK CHAND

Date of Birth : 18-01-1996

Religion : Muslim

Nationality : Indian

Marital status : Married

Hobbies : Dance & Event Organizing.

Contact No. : 0527988663

### **EDUCATION**

#### **Bachelor's of Business Administration –**

*Intellectual Institute of Management and Technology*

2015 - 2018

#### **Intermediate — Indira Gandhi National Open School, New Delhi**

2012 - 2014

#### **Senior Secondary Certificate — Jawahar V N English High School**

2011 - 2012

I hereby declare that all the above information and particulars provided by me are true and correct to the best of my personal knowledge and belief.

Date –

Place – Dubai

(SHAIK SHAH ALI)