

# CURRICULUM VITAE



## AJI AHMAD

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### Permanent Address:

Village- Judikuniya, Post-  
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LMV-AUTOMATIC-  
4326566

### Passport details:

Passport No: P0228309  
Date of issue: 11/05/2016  
Date of expire: 10/05/2026

### Personal Data:

Date of Birth: 01/03/1994  
Sex: Male  
Nationality: Indian  
Marital Status: Single

### Interests:

Music, Sports, Reading

### Languages Known:

Hindi, English Arabic

### Skills:

LFS, SAP, TALLY, MS  
OFFICE,

## Objective

Intend to build a career with leading corporate of hi-tech environment with committed and dedicated people, which will help me to explore myself fully and realize my potential. Willing to work as a key player in challenging and Creative environment.

## Experience

- **Total Experience of 6 years.**
- **Sales Executive – AK General Trading & Distribution – , UAE (From September 2022 to Present)** - I am responsible for conducting market research to identify selling opportunities and evaluating customer needs, as well as actively seeking out new sales opportunities through cold calling, networking, and personal visits to customers. Maintaining awareness of trends and competitors in order to identify improvements or recommend new products, as well as collecting and analyzing data and preparing sales reports.
- **IT Support - Lulu international Group – Central Logistics Dubai, UAE (From 4<sup>th</sup> January 2021 to 31<sup>st</sup> August 2022)** - Provide analyses and problems-solving, technical assistance and support coordinate to staff for computer hardware, software, networking, and application systems. Handle the analyses. Installing and configuring computer hardware, software, system network, printers, and scanners. Monitoring and maintaining computer system and networks. Crating daily / weekly/ monthly report.
- **Worked as a Supervisor At Al Amal Supermarket in Al Ain, Abu Dhabi, U.A.E.- (From 1<sup>st</sup> August 2017 to 15<sup>th</sup> October 2019 )** - Overseeing salespeople, cashier, shelf stockers, and other employees. Keeping records of expenditure, sales figures, and employee performance. Assist the retail store manager in planning and implementing strategies to attract customers. Track the progress of weekly, monthly, quarterly and annual objectives. Handle complaints from customers.
- **Worked as a Team Leader at Andromeda BPO in Mumbai, India – ICICI Bank Credit Card Department (21<sup>st</sup> Nov. 2015 to April-2016)** - Provide guidance to the team based on management direction. Motivate and inspire team members, strive for team consensus and win-win agreements. Keep the manager informed of task accomplishment, issues and status. Team manages, create an environment oriented to trust, open communication, creative thinking, and cohesive team effort, Provide the team with a vision of the project objectives.
- **Worked as a Contact Centre Executive at All serve Marketing & Consulting services Pvt. Ltd. (beeinsured.com Powered by Robinhood Insurance Brokers) Mumbai, India – (From 16<sup>th</sup>Sept' 2014 to Oct 2015)** - Explain features, advantage and disadvantage of various to promote sale of insurance plan. Influences customer to buy or retain product. Customize insurance programs to suit individual customers, often covering a variety of risks. Maintains quality service by following organization standards.
- **Worked as a Customer Service Executive at Andromeda BPO in Mumbai, India (1<sup>st</sup> Nov. 2013 to Aug -2014)** - Explain features, advantage and disadvantage of various to promote sales of insurance plan. Ensure the policy requirements are fulfilled. Seek out new clients and develop clientele by networking to find new customers and generate lists of prospective clients.
- **Worked as a Data Entry Operator at Off Shoot Agency in Lucknow U.P. India (From 7<sup>th</sup>May 2011 to March 2012)** - Entering customer and account data from source documents within limits. Compiling, verifying accuracy and sorting information to prepare source data for computer entry.

## Education Qualification

- **Bachelor of Commerce**, from Dr. Ram Manohar Lohia Avadh University Faizabad (U.P.) – India.
- **Higher Secondary & Secondary** from Uttar Pradesh Board – India.

## Technical Qualification

- Ms Office, Ms Access, Outlook Express, Internet & Email.
- HTML, JAVA, Front page 2000
- Tally

