

NISHAD MANZOOR

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Objective

I seek challenging opportunities where I can fully use my skills for the success of the organization. Driving excellent customer experience by training team members, enforcing SOPs, building strong relationships and increasing customer engagement. Experience managing employees and helping them fulfill major projects, such as increasing productivity and manufacturing quality

Experience

- KTDC MASCOT HOTEL** 2023 - 2024
Supervisor
Managed employees shift and time schedules.
Updates employees work status to the upper management.
Entering customer feedback to system, composed and prepared confidential correspondence
- Carbondale Middle East LLC** 2024 -
Store Keeper
Active stock management, receiving and setting materials in store
Quality and quantity cheking of materials
Identify those of importance which requires immediate attention
- General Store** 2020 - 2023
Sales Coordinator
Coordinating the sales team by managing schedules, filing important documents and communicating relevant information. Ensuring the adequacy of sales-related equipment or material. Responding to complaints from customers and give after-sales support when requested.

Education

| Course / Degree | School / University | Grade / Score | Year |
|---|--------------------------------|---------------|------|
| Logistics in shipping and supply chain management | Akash Logistics, Cochin, India | A | 2019 |
| Humanities and economics | St.Antonies H.S.S, TVM | | 2015 |
| 10th | N.S.S Public school | 6.8 | 2013 |

Skills

- Sales
- Team leading
- Integrity
- Communication
- Creativity
- Problem solving
- Customer service
- Strong decision maker
- Dedication
- Time Management
- Writing
- Reading

Interests

- Photoshop
- Surfing through Internet and social media
- Watching documentary and series

Activities

- Excel (level 2)
- Power point
- Computer Basic
- Typing (level 3)
- MS Office

Languages

- English
- Arabic
- Hindi
- Tamil
- Malayalam

Personal Details

- Date of Birth : 05/11/1996
- Marital Status : Married
- Nationality : Indian
- Religion : Muslim
- Gender : Male
- Place : Kerala, Trivandrum