




# KHALIFA MAHMADSAKIL SHAFIBHAI

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## PERSONAL INFORMATION

- Date of Birth :-04/02/1985
- Place of Birth :-Nadiad (Gujarat)
- Nationality : Indian
- Language skills: English, Hindi, Gujarati
- Passport :I0083836

## RELEVANT SKILLS

Communication, leadership, teamwork, problem-solving, creativity, analytical skills, adaptability, time management, project coordination, marketing.

## OBJECTIVE

To be a part of your esteemed organization and grow both professionally and personally looking for a challenging position your organization that can effectively utilize my skills and experience in the industry. Providing excellent career growth opportunity and good working environment.

## WORK EXPERIENCE



**UJJIVAN SMALL FINANCE BANK**  
Designation:- **COLLECTION OFFICER**

- Tenure: OCTOBER-2024 TO MAY-2025
- The job responsibilities are as follows.
- Loan Emi cash collection



**RAJHANS CINEMAS**  
Designation **ASSOCIATE**

- Tenure:-DECEMBER-2015-to SEPTEMBER-2024
- The job responsibilities are as follows :
- Handling cash.
- Handling counter sales
- All sales operation



**BIG BAZAR PVT LTD. (ANAND)**  
(Gujarat)  
Designation sales executive & cashier

- Tenure: 2 years (2010 to 2011)
- The job responsibilities are as follows:
- Handling counter sales handling cash.
- Keep visiting competitor to understand trend industry and other opportunities.
- stock reconcile with sales & stock inventory.



**TORRENT CABLES LTD.**  
Designation **Apprentice**  
➤ Tenure: 17-09-2012 to 16-09-2013



**COGENT BPO SERVICE (VIDEOCON D2H CUSTOMER CARE) (BARODA) (Gujarat)**  
Designation : Customer service & Handling customer complaints.

- Tenure:- 2 years (2013 to 2014)
- The job responsibilities are as follows,
- Handling complaints & solve the issue.
- Great customer warmly and ascertain problem or reason for service
- Resolve customer complaints via phone.
- Developing long-terms relationship with customer.
- Ensuring the deliverance of high levels of customer service.
- To convince customer with available service and price and taking other pertinent information such as addresses and phone number



**\*9TH STREET THE RESTURANT**  
➤ Designation **RESTURANT & FOODCOURT CASHIER**

## COMPUTER SKILLS

- **Ms-office-7**
- **D.T.P**
- **Windows-7&8**

## EDUCATION HISTORY



➤ **HSC (Jeevan vikas aducation academy, Nadiad)**



➤ **SSC (Sanskar vidhyalay, Nadiad)**



➤ **ITI**



➤ **Computer course: Data Entry Oprator**