

# OBAID SABIR KHAN

302, Al Khaleej building, Al Karama, near ADCB Metro Station, DUBAI.

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## ➤ OBJECTIVES:

- To obtain a position where my experience and education can be utilized and expandable.
- To be involved in the general management activities and evolve in it with past experiences.
- To learning new things and open to all kinds of new opportunities which will get the best out of me.

## ➤ WORK EXPERIENCE:

**TECH MAHINDRA LTD. (Customer Relations Advisor)** from Jan, 2023 to Dec, 2024

- Worked as a Customer Relations Advisor under International process (Three UK).
- Provide real-time support to the customer in a 24/7 working culture.
- Answered the queries by determining the cause of problems and provided end-to-end resolution.
- Communicate effectively with customers in verbal and written format.
- Resolve product or service related problems and gave appropriate solutions.
- Worked in flexible shifts and schedules.
- **STAR Performer** during the Training Period (February 2023).

## ➤ EDUCATION QUALIFICATION:

- Ghanshyamdas Saraf College Of Arts & Commerce (**University of Mumbai**) from 2017-2020  
Bachelor of Commerce in Banking and Insurance (**B.B.I**) with a CGPI of 6.9.
- Senior Secondary (**12th Commerce**) from Vidya Vikasani Junior College (**MHSBE**).  
Year of Completion 2017 with percentage 70.00.

## ➤ SKILLS/HOBBIES:

- Good knowledge in Banking and Finance sector.
- Good knowledge about Event Organizing and Management.
- Good knowledge of Microsoft Office tools and Accountancy.
- Languages known English, Hindi, Marathi & Spanish (**Amateur**).

## ➤ EXTRACURRICULAR ACTIVITIES:

- Worked as a Contingent Leader under the **Cultural Committee** of G. Saraf College (2019 - 2020).
- Worked as a Volunteer under **Media-Relations Department** in **College Cultural Fest** (2019 - 2020).
- Worked as a Volunteer in **Rotary Club for Social Service Work** (2019-2020).
- Worked as a Sports Representative (2019 - 2020).

## ➤ DECLARATION:

- I hereby declare that all the above statements are true to the best of my knowledge.

*Obaid Sabir Khan*  
(BComm. Banking & Insurance)