

# ARSHEEN SHAIKH

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## Arsheen Shaikh

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MUMBAI, India 400102

9167459196  
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## Skills

- Customer service and assistance.
- Subtitles and effective sales skill.
- Commitment to quality and service.
- Sales and service oriented.
- Sales in marketing strategies.

(Seeking an opportunity in Sales, Customer Service, Back Office or Clerical job in a reputed organization where I can utilize my learnings and experiences and drive value for the organizational and selfgrowth.

**PROFESSIONAL SYNOPSIS** An enterprising individual with good interpersonal skills and willingness to learn Result oriented and Target driven Effective team player A professional with good knowledge of Customer Financial Product Sales and Financial Operation Goal-oriented Sales Executive with Number years of experience in Type sales.)

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## Experience

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### TEAM LEASE INDIA PVT LTD: CUSTOMER SERVICE AND SALE EXECUTIVE.

**February 2022 - APRIL 2023 (MALAD WEST)**

- Processed credit card applications, took care of customers over the phone
- Re Issued and mailed credit cards to customers or the cards were available for the customers
- To pick up:
- Workplace running smoothly; organized the paperwork so nothing was missed
- Enjoyed interacting with the customers and helping them
- All paperwork was processed in a
- Timely Matter
- Great communication skills with the customers, making them feel confident that their
- Concerns taking care of
- Assisted with training and mentoring new hires
- Monitored and adjusted pricing based on market trends and customer feedback to meet expectations and increase sales.
- Researched sales opportunities and possible leads to exceed sales goals and increase profits.
- Analyzed past sales data and team performance to develop realistic sales goals.

- Created and implemented successful sales campaigns to drive leads and increase sales.
- Attended monthly sales meetings and quarterly sales trainings.
- Contributed to event marketing, sales and brand promotion..

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## Education

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### SSC -Maharashtra in Pune board

2016- mumbai

### HSC-maharashtra and Pune board

2021-mumbai

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## Awards

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.Successful professional with corporate marketing and training experience seeking position in nonprofit organization leveraging fundraising and program development skills. Recognized for ability to develop strong relationships and plan strategically. Strengths include: