

# Jehangeer Ahmad Teeli

Customer Support | Banking Correspondent | Office Assistant | Mechanical Engineer

## ABOUT ME

Date of Birth: 24 June 1997

Age: 26

Gender: Male

Languages: Kashmiri, Urdu, English

Birth Place: Jammu & Kashmir, India

## CAREER OBJECTIVE

I am Jehangeer, Who Aims To Find An Exciting And Challenging Job In A Company Which Will Continuously Motivate And Drive Me To Do My Best And Improve My Skills And Abilities In Order To Be Able To Assist The Company In Achieving Its Company Mission And Goals.

## ACADEMIC BACKGROUND

2015 - 2018

BACHELORS DEGREE

B. Tech - Mechanical Engineering

Marks Secured: 72.5%

University of Kashmir

2012 - 2015

DIPLOMA

Three year diploma - Mechanical Engineering

Marks Secured: 69.8%

Kashmir Government Polytechnic, Srinagar

## INTERNSHIPS

2015

Jamkash Vehicleleads Pvt. Ltd. ( 3 weeks )

NH-1- Bye Pass Road, Hyderpora,  
Srinagar, 190014

2018

Jamkash vehicleleads Pvt. Ltd. ( 4 weeks )

NH-1- Bye Pass Road, Hyderpora,  
Srinagar, 190014

## LEARNINGS

- Gained Insights Into The Operational Workflow, Starting From Customer Reception To Order Processing Within The Automotive Service Department.
- Acquired In-Depth Knowledge Of Vehicle Components, Including Their Functions And Locations.
- Focused On The Internal Combustion Engine (IC Engine), With An Emphasis On Understanding The Functions And Locations Of Its Various Components

## CONTACT



Gulshan Abad, Hyderpora  
Budgam - 190014



+91-7006364075



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## SKILLS

Attentive Listening and Effective  
Communication Skills.

Good at Problem Solving.

Critical Thinker.

Typing Skills.

## PROJECTS

- Working Model of Gearless  
Power Transmission System
- Variable Valve Timing

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## WORK EXPERIENCE

### State Bank of India:

Business Correspondent/Facilitator.

( Jan 2022 – Jan 2023 )

Record Keeping and Maintenance.

( Mar 2023 – Aug 2023 )

#### ROLES AND DUTIES:

1. Conducted Outbound Calls To Inform Potential Customers About Pre-Approved Loan Offers And Converted Leads Into Active Clients.
2. Promoted Government Schemes, Such As PMSBY, PMJJBY, And APY, To Increase Public Awareness And Enrolment.
3. Maintained Accurate And Organized Records And Customer Information.
4. Offered Technical Support To Customers Using Internet Banking And Mobile Banking Application.
5. Drafted Professional Emails And Letters For Various Purposes, Including Official Communications And Customer Responses.
6. Provided Customer Support By Addressing Inquiries, Resolving Issues, And Offering Guidance On Various Banking Or Financial Matters.
7. Systematically Organized And Categorized Financial Vouchers For Accurate Record-Keeping And Easy Retrieval.

## COURSES & CERTIFICATES

Basic Computer Course  
( 6 Months )

Successfully Completed A 6-Month Computer Course With A Primary Focus On Microsoft Office Suite. Developed Proficiency In Using Microsoft Word, Excel, Powerpoint, And Outlook, Enabling Efficient Document Creation, Data Analysis, Presentation Design, And Email Communication.