



SYED SHAHBAZ

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EDUCATION

B. COM COMPUTERS APPLICATIONS

S.D Signodia College /
Hyderabad /
2022

COMPUTER SCIENCE ENGINEERING, 12TH

Azam vocational & junior college /
Hyderabad /
2019

SSLC 10TH

ANAS Model High School /
Hyderabad /
2017

SKILLS

COMPUTER SKILLS

MICROSOFT OFFICE

COMPUTER OPERATOR

COMMUNICATION SKILLS

COURSES

DIGITAL SKILLS: DIGITAL MARKETING FUTURE LEARN

NOV 2024

CUSTOMER SERVICE: HOW TO DEAL WITH CUSTOMERS PHILANTHROPY UNIVERSITY

DEC 2024

LANGUAGES

ENGLISH

HINDI

URDU

ABOUT ME

Experienced professional with 2 years in operations, customer service, and sales. As an ECMP Operator/Supervisor with Sarva Shiksha Abhiyan, specialized in Aadhaar card creation, document verification, and providing accurate customer support. In my role as a B2B Customer Sales Executive at HH11 Group, I consistently achieved sales targets, fostered strong client relationships, and contributed to business growth. Known for my communication skills, attention to detail, and commitment to excellence.

WORK EXPERIENCE

SNR EDATAS

Hyderabad
Sep 2023 - Nov 2024

ECMP Operator/Supervisor

Core Responsibilities

Working with UIDAI (Unique Identification Authority of India)

- Verification of document.
- Updates documents as per customer's needs.
- Skilled in fast and accurate typing.
- Responsible for performing Aadhaar-related operations, including data entry, verification, and updating.
- Performs defined tasks per documented instructions/processes.

HH11 GROUP COMPANY

Hyderabad
Aug 2022 - Aug 2023

Sales Executive

1 years. (August - 2022 to August 2023)

Core Responsibilities

- Identifying and targeting new B2B clients for the company's services.
- Calling experience / cold call -sales -Telesales.
- Build and maintain customer relationships.
- Meet or exceed sales targets.
- Identify and develop sales opportunities.

PERSONAL DETAILS

Date of birth
23/09/2001

Nationality
India

Visa status
Visit Visa

Marital status
Single

PASSPORT DETAILS

Passport No: V7387260
Date of Issue: 07/02/2022
Expiry Date: 06/02/2032
Place of Issue: Hyderabad, India
Visa Expiry Date: 04/03/2024