

SHEIKH TAUSIF AFTAB

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CAREER SUMMARY

A focused and adaptable professional with 5+ years of experience in Operations, proficient in computer systems, hardware components and possessing strong problem solving skills. A result oriented, creative and motivated individual seeking a position to utilize my experience. Focused on client's needs and company's strategic requirements.

WORK EXPERIENCE

EQUATION ONE PROMOTIONS

Brand Partnership – Operations

Kolkata, India
August 2019 – May 2024

- Executed the 2023 & 2024 International Tennis Federation Junior World Ranking Tennis Championship in Kolkata
 - Mentor of a team of 8 people
 - Achieved a Revenue Increase by 30%
 - Improved Organizational skills, Multitasking, Creativity, Leadership, Graphic Design & Time Management
 - Acquired Sponsorship Operations, Event Planning, Compiled Data of Vendors & Events
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EDUCATION

Bachelor of Commerce

- Kalinga University
Accounting & Finance

July 2016 – June 2019

Indian School Certificate

- St. Thomas' Boys' School
I.S.C - Grade 12 / High School

2014

SKILLS AND INTERESTS

- Leadership, Computer Skills & Knowledge, Marketing Skills, MS Office – MS Word, MS Excel, MS PowerPoint, CorelDRAW – Graphic Design, Google Drive.
- Communication, Management, Problem Solving, Flexibility, Critical Thinking, Creativity, Attention to Detail, Willingness to Learn, Data Organize, Teamwork, Negotiation.
- Computer System Operator, Gathering Software Requirements, Data Backup & Recovery with Security, Computer Hardware & Components Knowledge.
- Indian Driving License with 7+ Years' Experience.
- Interests: Explore and Volunteer Work.
- Multi-tasking: Met Brochure design deadlines on overlapping projects in a fast-paced environment; used Graphic Design apps like CorelDRAW to keep organized.