



Syed Hasan Menhdi

Personal Details

□ **Date of birth**

01/09/1997

□ **Contact Address:**

**LULU GYM
BUILDING NEAR
UNION METRO
STATION DUBAI**

□ **MOBILE :**

+971-508278155

□ **Languages Known:**

Hindi, English & Urdu

□ **Email :**

msyedhasan24@gmail.com

Career Objective

To pursue the interest of my organization intrinsically with zeal and zest and to be associated with the progressive organization that gives scope for continuous learning and provides ample opportunities for application of knowledge and skill that can be aligned towards the growth of organization and myself.

Professional Profile

I was working as Senior Executive for workshop Operation at **Samadhan Samiti** as **Customer Care Executive (CCE)** from 2019-2022.

In 2023 I was working as a **Business Development Associate (BDA)** at the same organisation.

In 2024 I was working as a **Cashier** at **Krishna Trading Company**.

Organisation : Krishna Trading Company.

Job Responsibility :

- Handling cash, credit, or check transactions,
- Scanning items and calculating the total cost.
- Issuing receipts, refunds, or tickets.
- Redeeming coupons and stamps.

Organisation : Samadhan

Job Responsibility :

- Build and maintain relationships with clients.
- Develop and present proposals that meet the specific needs of each client.
- Track results and collect feedback on new business pursuits.
- Coordinate meetings and appointments, and manage project development and delivery.
- Make Performance reports and analyze my sales performance from a company perspective.
- Design reports format to provide accurate information in a clear and concise manner for daily working activities.
- Produce and support existing reports and processes.

Educational Qualification :-

- ❖ **2019**
Graduation
B.Com.
- ❖ **2016**
Intermediate
UP BOARD
- ❖ **2014**
High School
UP BOARD

Professional Qualification :

- ❖ **ADCA**
- ❖ **CCC**

- Creating and maintaining reports in Excel allows the company to get information on daily business activities.
- Received inbound Inquiry and dispute from the customer and internal department.
- Provide excellent customer service with first call resolution, and accurate information while keeping a professional Demeanor.
- I am a hard worker, quick learner, and always committed and sincere at work
- I am confident that I will prove to be an asset to any organization that will invest in me.

Strength :

- Discipline
- Positive Attitude
- Analytical Approach
- Ability to Work in Adverse situations without losing patience.

Skill and Abilities :

- Software: MS Excel, MS Words, MS Office.
- Personal Strengths: Flexible, Good people management skills, Optimistic, Diligent, and Fast Learner.

Behavioral Outlook :

- I am a hard worker, quick learner, and always committed and sincere at work
- I am confident that I will prove to be an asset to any organization that will invest in me.

Declaration

I hereby declare that all the above information is given true to the best of my knowledge.

Syed Hasan Menhdi