

# Syed Suhail Najam



Bur Dubai



suhailnajam57@gmail.com



0583083970

## ABOUT ME

I am a highly motivated and results-driven individual with a passion for sales and customer service. I am a quick learner and thrive in fast-paced environments, always seeking new challenges and opportunities to grow.

## OBJECTIVE

Seeking a position in a forward-thinking organization that provides diverse opportunities to expand my skills, develop new knowledge, and work towards the company's long-term objectives.

## SKILL

Product and Service Sales

Report writing skills

Point of Sale systems

Business to Business sales

## LANGUAGE

- Hindi
- English
- Urdu

## Education

- ✓ University of Kashmir (May 2024)
  - **Bachelors of Business Administration**
- ✓ Government Boys Higher Secondary School Baramulla
  - **12<sup>th</sup>** (January 2019)
  - **JKBOSE**
- ✓ Islamia Model High School Khawaja Bagh Baramulla
  - **10<sup>th</sup>** (January 2017)
  - **JKBOSE**

## Experience

- **Worked as an Office Assistant at Digital World (June 2024 to December 2024) Authorized Distributor of Amaron Batteries Limited.**
  - \* Managed receptionist area, greeting visitors and responding to telephone and in person enquiries.
  - \* Supported staff with clerical tasks or well maintained office administration.
- **Worked as Sales Executive for PoS at Global Services (February 2019 to January 2020) Channel Partner Jammu & Kashmir Bank.**
  - \* Achieved and surpassed sales targets consistently, contributing significantly to the company's growth and profitability.
  - \* Achieved company targets by implementing successful sales strategies.

## Certification

- Microsoft Office
- Data Entry
- MS Word
- MS Excel
- Diploma in Computer Application
- Operating System
- File Management