

Syed Suhail Najam



Bur Dubai



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Education

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



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