

CURRICULUM VITAE

Shahid Afreed

Dnata- Deira, Dubai

Contact No.: +971554243037

Email address: afridsmart@ymail.com

Linked in profile: <https://www.linkedin.com/in/shahid-afreed-729300212/>



OBJECTIVE:

As a 2021 Computer Science Engineering graduate, I am eager to leverage my academic knowledge and internship experience to contribute effectively to your company's goals. I am a dedicated worker with a strong drive for acquiring new skills, and I excel at working independently.

WORK EXPERIENCE:

Cashier and freight billing clerk

RITE FINANCE- Karaikal, India (2023)

Duties & Responsibilities

- Manage all cash transactions efficiently, including receiving payment
- Scanning documents, calling drivers or consignees
- Billing orders for your responsible customers
- Distribute invoices to customers via mail, e-mail or fax
- Track debits and maintain and monitor financial records

Lead Generation, BDE (2022-2023)

TEACHNOOK, Edtech - Bengaluru Karnataka, India

DEVTOWN, Edtech pvt ltd (2023) - Bengaluru, India

Duties & Responsibilities

- Research, track, maintain and update leads
- Contact prospects to qualify leads
- Direct email campaign to key clients and prospects
- Research and maintain lead generation database
- Provide accurate and timely information to management
- Develop a strong knowledge of the company's products

EDUCATIONAL BACKGROUND:

Bachelor of Technology (Computer Science Engineering)

Perunthalaivar Kamarajar Institute of Engineering and Technology (PKIET), Karaikal-India

September 2017- October 2021

Thanthai Periyar Govt Hr Sec School

Higher Secondary Education ,Karaikal-India

Jun2015- July 2017

TECHNICAL SKILLS

- Good skills in computer knowledge
- Data Entry
- Excellent in Microsoft Office
- customer relationship management
- Email campaigns
- Graphic designer (Canva)

PERSONAL SKILLS

- Good communication skills
- Able to work harmoniously with other members of the team
- Good at finding fast and effective solutions to various problems
- Being friendly with the team members

RELEVANT QUALIFICATIONS:

Languages:

English: Fluent in speaking and writing

Hindi: Reading and Writing

Tamil: Mother language

PERSONAL INFORMATION:

Full Name: Shahid afreed

Nationality: Indian

Marital Status: Single

Date of Birth: Jun 23, 1999

Place of Birth: Karaikal, India