**Address:- C-14/3 1st/floor, Shaheen Bagh, Abul Fazal Encl-2, Jamia Nagar**

**R E S U M E**

**131-A CHAND NAGAR**

**SHA H W E Z A K H TA R**

**MR.**

**Okhla New Delhi-110025**

**Email id:** [**shahwezsameena@gmail.com**](mailto:shahwezsameena@gmail.com)

☎**: +91-9911489349,**

# CAREER OBJECTIVE

To join a challenging position in a reputed organization, where I can efficiently utilize my knowledge and potential to achieve the outstanding results for the organization.

# WORK EXPERIENCE

## SENIOR CONSULTANT, BUSINESS DEVELOPER Aug2023-Jan2023

## LOGO INFOSOFT BUSINESS TECHNOLOGY PVT. LTD. ( CaptainBiz )

## Key Responsibility Areas

1. Responsible to met process target.
2. Responsible to met company KRA.
3. Ensure Customer Satisfaction & resolve customer queries/issue.
4. Maintain periodic status reports, including daily activity report & calls /follow-ups made.

## Assistant Manager, Business Developer from October2021-july2023

## Infocom Network Pvt. Ltd. (Trade India)

## Key Responsibility Areas

1. Responsible to met process target.
2. Responsible to met company KRA.
3. Ensure Customer Satisfaction & resolve customer queries/issue.
4. Maintain periodic status reports, including daily activity report & calls /follow-ups made.

## Tele Caller - Tele Sales, NetAmbit from May 2021-Aug 2021

## Department: My Bill Book (Billing & Accounting Software)

## Designation: Sales Executive

## Key Responsibility Areas

## 1. Follow up on new leads and referrals to generate business.

## 2. Proactively identify sales prospects and do business development activities in the geography assigned.

## 3. Ensure customer satisfaction & Resolve customer queries/issues.

## 4. Maintain periodic status reports, including daily activity report and calls/follow-ups made.

## 5. Responsible for achieving the monthly sales targets,

## BDE in Healing Med HealthCare Services Pvt.Ltd. from July2018-Jan2021

## Key Responsibility Areas

1. Managing all international patients by providing them best accommodation and medical treatment plans.
2. Resolving and addressing escalations raised by the clients.
3. Managing a maintaining relationship with the third-party vendors
4. Contributes to team effort by accomplishing related results as needed

## Sales Executive in Namaste India Foods Pvt.Ltd in July 2017- Jan 2018

## Key Responsibility Areas

1. Built business by identifying and selling dairy products to the prospects and maintaining relationships with the clients.
2. Prepared sales reports by collecting, analyzing, and summarizing information.

# ACADEMIC & TECHNICAL QUALIFICATION

* **Post Gradution (M.A. Political Science) – Jamia Millia Islamia (Pursue)**
* **Graduation – Zakir Hussain Delhi Collage in 2017**
* Senior Secondary School- (**CBSE)in 2014**
* High School– **(CBSE) in 2011**

## TECHNICAL SKILLS

* Basic computer knowledge.
* MS OFFICE
* Installing and configure window 7,8,10
* Installing software and hardware.

## TECHNICAL QUALIFICATION

* I have done Basic Computer Training of three-month training from Indra Gandhi Institute (**IGI)** in.

# PERSONAL DETAILS

## Name : Mohd Shahwez Akhtar

**Date of Birth : 05/10/1993**

## Father’s Name : Late Mr. Akhtar Ali

**Gender : Male**

## Marital Status : Married

**Language Known : English, Hindi**

## Nationality : Indian

**Religion : Islam**

**Hobbies : Playing Cricket and mobile games**.

## DISCLAIMER:

I hereby declare that above particulars are true and complete to the best of my knowledge and belief.

Date:

Place: **(SHAHWEZ AKHTAR)**