

Md ASIF ALAM
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OBJECTIVES

Seeking a position to utilize my technical and managerial skills and abilities, a job where growth prospects are unlimited and individuality is recognized by work, and to achieve professional satisfaction by meeting higher responsibilities and involving in competent work areas.

WORK EXPERIENCE



**GAIL INDIA LIMITED (PATA) FROM 17 JULY 2023 TO 16 JULY 2024 AS
APPRENTICESHIP (EXECUTIVE HR)**

- Responsible for Transport, arranging all events.
- Responsible for Convince loan, House building advance loan, caste certificate, character and antecedent verification through DM and SDM office for new employee.
- Responsible for working certificate.
- Responsible for canteen, food quality, cleaning.
- Responsible for attendance.



**BIZISELL PVT LTD GURGAON FROM 19 JULY 2022 TO 15 JUNE 2023 AS INSIDE SALES
EXECUTIVE.**

- Responsible for Training and development.
- Responsible for Audit.
- Responsible for KYC.
- Responsible for calling to tell about the service of the company.
- Providing service to any manufacturing small or big business owner to show his product on Myntra, Flipkart, Amazon, Mesho, Ajo, Nykaa, Aaga, Femia, 1 mg, Limeroad.

PERSONAL SKILLS

- Ability to learn new technologies and adapt to new surroundings abruptly
- Ability to work under pressure and meet deadline
- Punctuality and dedication towards work
- Creativity and imaginative power.
- Productive work relationship with clients and staff

COMPUTER SKILLS

- Microsoft Package: MS Word, MS Excel, MS Power Point

HOBBIES

- Learning New thing
- Playing Cricket.

PERSONAL PROFILE

Fathers's Name : Md Zubair Alam
Mother's Name : Nemat jahan
Date of Birth : 02/03/1996
Gender : Male
Marital Status : Unmarried
Religion : Muslim
Nationality : Indian
Language Known: English, Hindi

EDUCATION AND AFFILIATION



High School	-BSEB (2012)
Intermediate	-BSEB (2014)
BBA-Graduation	-MMHAPU Patna (2014-2017)
MBA	-KK University (2019-2021)

ADDRESS:

Permanent : At+post-Mahoni, Anchal-Asthawan, Dist-Nalanda, Pin code-803107.State-Bihar
Persent : Saraswati Enclave, F- Block, Sec-37A, Dist. – Gurugram, Pin code-122001, State-HR

DECLARATION

I hereby declare that the above mentioned information is correct up to my knowledge and, I bear the responsibility for the correctness of the above-mentioned particulars.

Place: Gurugram (Haryana)
Date: 12/12/2024

(Md Asif Alam)