

# JAVED SHEIKH



## Contact

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New Delhi

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## Personal Details

Date of Birth : 17/10/1989

Nationality : Delhi, India

## Skills

Sales 80%

Team building 80%

Problem Solving 80%

Team Handling 80%

Decision Making 80%

## Achievements & Awards

Tourist guide from ITI Govt.

Red Cross First Aid Training Courses

Volunteer

Delhi Civil Defence Volunteer

Trained new sales executive .

Employee of the month.

## Languages

English , Hindi , Urdu , Arabic

## OBJECTIVE

I'm a sales & marketing professional with a keen eye for brand development, building successful marketing campaigns. Work with direct and virtual teams to drive lead marketing activities within niche markets. To work in an environment which encourages me to succeed and grow professionally where I can utilize my skills and knowledge appropriately.

## EXPERIENCE

### Seven Tourism

Sales manager & cum - Operation Manager

- Selling flight tickets & Visa Process.
- Promoting travel packages to potential.
- Business generate from B2B and B2C.

July 2023 -

Present

### Byjus Learning

Business development executive

Generating sales leads & counseling sessions.

Managing and arranging counselling session of parents and students.

Mentoring and guiding students.

Carrying out all related promotional activities.

Communicates team needs to other departments.

### MINISTRY OF STATISTICS & PROGRAMME IMPLEMENTATION E - GOVERNANCE SERVICES INDIA LTD. / GNCTD - DIRECTORATE OF ECONOMICS & STATISTICS.

Field Surveyor Supervisor

House hold Survey socio-economics.

Inspection and observation & Calculation of survey.

Conducted research to determine the best methods for surveying a given area.

Verified accuracy of survey data by comparing with previous surveys or original plans.

Developed and implemented survey techniques, including aerial photography and GIS mapping.

Tracked progress on projects and provided timely feedback to staff members.

Conducted weekly meetings with team members to discuss upcoming tasks and project deadlines.

September

2021 -

June 2023

May 2018 -

March

2020

**Magic pearl event management co.** Aprail  
2015 -  
January  
2019

Event Supervisor

Planned, coordinated and executed all aspects of events from start to finish.

Provided guidance and direction to vendors regarding set-up, tear-down, delivery.

Ensured safety protocols were followed during the event. Created detailed reports outlining budgeted expenses versus actual costs for each event.

Developed marketing materials including flyers, brochures and invitations for events.

Coordinated transportation services for guests when necessary.

Organized setup and teardown of furniture, decorations and other items needed for the event.

Hired, trained and supervised volunteers and support staff required for events.

**Hotspot Spice retail Pvt Ltd.** June 2013  
- January  
2015

Sales Associate

Looking after all the sales activities of the company, such as Selling Mobile Phone and its accessories

Handling store support activities team Handling, helping team members and client interaction

Generating sales reports periodically, Cash collection and deposit of cash into firm's bank account

Responsible for generating sales and achieving sales target.

Greeted customers and provided exceptional customer service.

Provided accurate information about products, prices and services.

Built relationships with customers to encourage repeat business.

Performed cashier duties such as accepting payments, issuing receipts and counting money back change.

**NETAMBIT INFO SOURCE & E- SERVICES PVT .LTD.** January  
2011 -  
March  
2013

Tele Sale's Or Team Leader

Selling insurances Bharti AXA Life Insurance.

Insurance Advisor provided excellent customer services- assisted in customer with insurance need .

Team Handling & measured staff performance against individual Targets.

To ensure the realization of team targets.

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**EDUCATION**

**IGNOU** 2015

Bachelor's in tourism studies

78%

**NIOS** 2010

Senior Secondary

68%

**PROJECTS**

**Haj committee of India as a Seasonal Clerk.**

Haj COMMITTEE OF INDIA , New Delhi, DL

Accepting booking of pilgrims going to haj as per directions received from Mumbai Head Office.

Checking and verifying information of visa (MOFA) and boarding pass allotting to pilgrims.

Organized and maintained filing systems for confidential documents.

Passport recognition of pilgrims according to cover no.

Preparing list of pilgrims for flights. Arrange passports and boarding passes.