

ZUNED KHAN

BUSINESS DEVELOPMENT EXECUTIVE

CONTACT



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Borkheda, kota, rajasthan

SKILLS

- Attention to Detail.
- Adaptability. Communication.
- Creativity. Customer service.
- Empathy. Decision making.
- Self motivation. Work ethic.

EDUCATION

M.D.S university, bikaner

Diploma in Elementry Education

2018, 78%

High school, R.B.S.E, Ajmer

2015, 76%

Matriculation, R.B.S.E, Ajmer

2013, 67%

Kota open university

Diploma in Basic Computer Education

2019, 78%

ACHIVEMENT & AWARD

Rajasthan State Scout Guide. Best Rover over the batch.

LANGUAGES

Hindi

English

Urdu

PROFILE

Seeking a position where I can utilize my planning, Designing and Overseasing skills and help for the growth of company being resourceful, innovation and flexible.

WORK EXPERIENCE

Business Dvelopment executive

Synologic tech pvt. ltd. Kota

february,2023 - july,2023. Kota

- Excellent writing and communication skills
- Interpersonal skills and ability to build rapport with clients
- Good listening and problem-solving skills
- Time management skills
- Ability to identify potential leads

Sales executive

Zet finance services, Kota

August 2022 - February 2023

- Conducting market research to identify selling possibilities and evaluate customer needs.
- Actively seeking out new sales opportunities through cold calling, networking and social media.
- Setting up meetings with potential clients and listening to their wishes and concerns.

Telecaller

Dolphin education, Kota

May 2021 - March 2022

- Answering phones and explaining the product and services offered by the company.
- Contacting existing customers as well as prospective customers using scripts.
- Obtaining customer information and other relevant data.
- Asking questions to the customer and understanding their specifications.

Filling Cleark

Rao holding, Dubai

July 2020 - February 2021

- Develop Organization System.
- Create, Process and Maintain File Record.
- File and Retrieve Documents For Other personnel.
- Prepare Record For Off Site Storage.
- Maintain File Room Logs To Track The Location Of File.

Data Entry Operator

Enjoye super market, Dubai

feb,2019 - june,2020

- Entering customer and account data from source documents within time limits Compiling, verifying accuracy and sorting information to prepare source data for computer entry.
- Reviewing data for deficiencies or errors, correcting any incompatibilities and checking output.