



SHIBAN ARSHAD

FATHER'S NAME: ARSHAD SHARIF



Permanent address

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Currently working in Saudi Arabia(SASCO).

Career Objective: -

With my past working experience, I am looking forward for a challenging career opportunity where my related experiences can be utilized, applied and be part of progressive and highly dynamic organization and be able to share my skills and abilities in promoting excellence and quality service with said company.

Personal Skills: -

- Ability in customer handling & Relationships
- Very good communication and interpersonal skills
- Perform assigned task with grant responsibility
- Sincere and result oriented
- Self-starter, sincere & committed person
- Systematic, Focused, Dedicated & disciplined
- Helpful in nature
- Good leadership quality





Personal Experience:-

I have job experience of **7 years** but in different organization. **Three years** as I was doing part time job as well as my study and **two years** in codebuzzers.

DESIGNATION	ROLE	COMPANY	
Store Manager	I am responsible for ensuring the staff for giving great customer service as well as monitoring the financial performance of the store as well as dealing with the customer quires and complains. Overseeing the price and stock control. Maximizing profitability and settling/meeting sales targets, including motivating staff to do so.	SASCO(Saudi Automotive Service Co)	24-09-2019 to still working.
Customer Service Manager	My job role was to lead and motivate the team member and also to provide the best quality service to the customer according to the customer need and the company policy	CodeBuzzers.com	01/03/2017 to 20/06/2019
Document controller &	My work was to maintain all the documentary work (Uploading document, video editing,	LNR EDUCATION NETWORK PVT LIMITED	(Jan 2015) to (Dec 2016)

computer operator	maintaining student and teacher details of all the branches etc.)		
IT technician & Sight Admin	My work was to maintain the site of myonlineprep.com (Question uploading, site updating, maintaining the entire exam schedule as well as allocation, correction, solution, computer maintaining etc.), I was also working as the graphic designer.	Rafineducation "myonlineprep.com",	2014-15

Educational Qualification: -

-  **Secondary School level (10-6-11) completed with 7.8 cgp.**
-  **Higher secondary level (27-5-13) completed with 56.2%.**
-  **Pursued graduation (4-10-17) professional course B.C.A with 67.25%.**
-  **Pursuing MBA in marketing management(will be completed in july 2021)**

Computers Skills: -



- Electronic Data Processing Knowledge:
- Excellent in Microsoft Office Program:
- MS Word: Excellent skills in editing typing and maintaining documents.
- PowerPoint presentations: Extra ordinary skills in creating power point presentations. Excellent presentation skills.
- Excel Spreadsheets: Professionally trained in using MS Excel skills. Excellent skills to create and maintain Excel sheets on daily basis.
- Outlook: Very much familiar to use outlook.
- Know c, c++, Qbasic, SQL, hardware (binger level), software, networking etc.

Languages Known:-

- English Speak, Read & Write
- Hindi Speak, Read & Write
- Urdu Speak, Read & write
- Arabic Speak, Read & Write.

Personal Information:-

Date of Birth	: 09 th August, 1995	Marital Status	: Single
Nationality	: Indian	Passport No	: P7936662
Gender	: Male	Date of issue	: 23/02/2017
Religion	: Islam	Date of expiry	: 22/02/2027

Declaration:-

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

Note: Currently I am working in Sasco and my agreement is going to finish in 24th of sep, 2021. I am ready to continue with your organization since the day you are going to higher me.

Place: West Bengal, India.

Date:

Shiban Arshad