

# MD Shakir

## Facility Manager

**Address** Delhi, DL, 110071

**Phone** +91975 624 4386

**E-mail** mohd.shakir401@gmail.com

Successful history of maintaining clean and organized facilities. Familiar with painting and other appearance updates. Good mechanical skills, physical stamina and time management understanding.

## CAREER OBJECTIVE

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Looking for a position where I can integrate strategies to develop and expand existing customer sales, brand and product evolution, and media endorsement.

## Skills

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MS Office. Word, Excel, Outlook OneNote. Email. Filters, mail merge,. Google Drive. Docs, Sheets, Spreadsheets. Excel, Google Sheets, comparative analyses, Invoicing, expense tracking, accounts payable, reports, payroll, employee time tracking, cash flow management Photoshop,

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Excellent

## Work History

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### 2019-01 - 2021-01 **Facilities Maintenance Technician**

*M S Group, Gurgaon, Haryana*

Greeting customers, responding to questions, improving engagement with merchandise and providing outstanding customer service. Operating cash registers, managing financial transactions, and balancing drawers. Achieving established goals.

### 2018-01 - 2018-12 **Sales Associate Specialist**

*Homecredit India finance Pvt Ltd, Gurgaon, Haryana*

Locate and notify customers of delinquent accounts by mail, telephone, or personal visit to solicit payment. Duties include receiving payment and posting amount to customer's account; preparing statements to credit department if customer fails to respond; initiating repossession proceedings or service disconnection; keeping records of collection and status of accounts.

### 2015-02 - 2017-10 **Marketing Associate**

*Kairos Solutions, Gurgaon, Haryana*

- Informed supervisors and company leaders on markets and regional sales needs to best meet customer needs and maximize revenue.

## ***Education***

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- 2012-04 - 2013-05    12th Education : Art Education**  
*Jai Hind Inter College - Charthawal*
- 2018-04 - Current    B.COM: Accounting And Business Management**  
*DU SOL - Delhi*

## ***Interests***

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Reading  
Be honest  
Captain of a Team Sport  
Photography  
Watching  
Listening music

## ***PERSONAL STRENGTHS***

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My strength is my flexibility to handle change. As sales executive at my last job, I was able to turn around a negative working environment and develop a very supportive team. As far as weaknesses, I feel that my management skills could be stronger, and I am constantly working to improve them."

## ***Languages***

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Hindi  
English

## ***PERSONAL PROFILE***

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Date of Birth : 17/01/1996  
Marital Status : Single  
Nationality : Indian  
Known Languages : English,hindi

## ***DECLARATION***

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I hereby declare that the details furnished above are true and correct to the best of my knowledge