DANISH AHMAD

E-mail: danish786\_ahmad@rediffmail.com Phone: +919926411299

Address: NAYA MOHALLA AYUB LAL BUILDING, 1190/1, (M.P) JABALPUR.

**Career Objective:**

* Organizational goal is prime objective.
* To maximize my skills to the fullest in the job profile I define. I also have a flair for taking up challenges and continuously finding new ways of achieving my objectives and redefining methodology to come up with ideas that benefit my working style and my organization.

# work Experience:

**AMWAY** 10 MARCH 2016 – STILLWORKING

SALES MANAGER

Meeting the sales targets of the organization through effective planning and budgeting, sales products, handling big team, Motivate & Advice the people to purchase the products. Sales world class products in India.

WORK PLACE [JABALPUR]

**SAMSCO** 12 FEBRUARY 2015 – DECMBER 2015

ACCOUNT SPECIALIST

Handling salary related issues, working on time sheet, Handling Company Client related issues

Responsibility of Recruiting, Team building Handling medical issues related Employees,

Handling employee’s weekend related issues.

WORK PLACE [SAUDI ARABIA]

**Global Institute of Information Technology 5** NOVEMBER 2013— 5 FEBRUARY 2015

 H.R MANAGER

Responsibility of Recruiting, Training Team Building, Leadership, Employee Relations Organization Development, Salary and Benefits , Answer Incoming E-mails and Out going E-mails , Prepares Issues

and Send out Receipts bills Invoices

WORK PLACE : [JABALPUR]

**ROYAL COMPUTERS** 1 NOVEMBER 2011 — 20 JANUARY 2013

NETWORK & SYSTEM ADMINISTRATOR

Responsibility of System Hardware & Networking Maintenance, Installation Windows Operating system, Install Application Software. Antivirus Provide Security, Configuration Server & Client Network, System Monitoring.

WORK PLACE [JABALPUR]

**Info Network Management Co.Pvt.Ltd** 30 JULY 2009 **—** 15 NOVEMBER 2010

SALES EXECUTIVE

Responsibility of SALE YAHOO WEBSITE, SALE YAHOO SMALL BUSINESS & LISTING IN YAHOO SEARCH ENGINE LISTING IN YELLOW PAGES, LISTING IN TELEPHONIC SEARCH ENGINE.

WORK PLACE : [MUMBAI]

**RELIANCE BPO**  16 OCTOBER 2008 — JULY 28 2009

CUSTOMER SERVICE ASSOCIATES

Handling Customer calls, sort out there query Troubleshooting Over the phone& Up Selling the Product.

WORK PLACE : [MUMBAI]

# TECHNICAL SKILLS:

**PC-HARDWARE TROUBLESHOOTING, INSTALLATION Antivirus, Software, LAN Drivers, Operating system Microsoft XP, Vista, Windows 7, Operating system Microsoft Server 2008, Microsoft Exchange Server 2003,**

**Red hat enterprise LINUX 5, Configuration LAN, WAN, Configuration RJ45 connector Configuration Server & Client Network, Cisco ROUTER, SWITCH, Configuration Cables Cat 5e, Cat 6e, Coaxial, STP, UTP, Access Point ,Modem, System Monitoring.**

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# Computer Proficiency:

**C, C++, TALLY, VISUAL BASIC, FOX PRO, Internet, Ms Office**

# Qualifications:

M.B.A with Dual Specialization 2009 — 2011

(Information Technology)&(Human

Resource)

THE GLOBAL OPEN UNIVERSITY NAGALAND

POST GRADUCATE DIPLOMA IN 2009 — 2010

COMPUTER APPLICATION

THE GLOBAL OPEN UNIVERSITY NAGALAND

GRADUATE IN SCIENCE 2002 — 2005

BHARTIYA SHIKSHA PARISHAD UNIVERSITY (U.P)

MICROSOFT OF COMPLECTION 10 /5/2011 — 28 /8/2012

COMPLETED

JETKING

CERTIFIED MICROSOFT WINDOWS 10/01/11 — 24/09/11

SERVER 2008 TECHNICIAN

JETKING INSTITUTE

# Interests:

* Surfing internet
* Downloading software
* Playing online games& chess
* Reading books

# Strengths:

* Good Listener & Appetite for growth.
* Adaptability to change with positive attitude.
* Creative, innovative and passion for excellence.

# Personal Details:

* Father’s name : Late Md Shakil Ahmad
* Date of birth : 07th of July, 1982
* Language Known : English, Hindi &Urdu
* Marital status : Single
* Sex : Male
* Passport no : S1665090
* Passport Expiry : 13/05/2028

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| Declaration: |

 **I hereby declare that the above information is true to best of my knowledge.**

 **Place:**

 **Date:** (Danish Ahmad)