**CURRICULUM VITAE**

*Current Employer & Location:*

Fakirabad, Kendrapara,odisha,India

**MD WASIM**

**+91-8847874678 / 7064795625 (India)**

**wasim.ahmed.7205@gmail.com**

PERSONAL DATA

Father's Name: Md Shakeel

Date of Birth: April 1st 1995

Marital Status: UnMarried

Nationality: Indian

Passport No. : V3454780

Expire Date: 11/01/2032

LANGUAGE KNOWN

English, Urdu, Hindi, odia

PERMANENT ADDRESS

At-Fakirabad, Post/ps- Kendrapara

District-kendrapara,754211

State – Odisha, India

JOB RESPONSIBILITIES&KEY SKILLS

1. Manage day-to-day activities of the office and sites
2. Prepare reports, memos, letters, and responses to correspondence, using word-processing, spreadsheet, database, and presentation software.
3. Managing, training and motivating existing sales team to drive revenue growth.
4. Monitoring sales team performance, analyzing sales data, periodical forecasting and reporting to zonal heads.
5. Daily work on MS-Excel, MS-PowerPoint, Ms-Word, and PageMaker.
6. Scheduling meetings
7. Updatating reports, manpower/ man-hours report, employees’ master report etc.
8. Monitoring sales team performance, analyzing sales data, periodical forecasting and reporting to zonal heads.
9. Assessing a range of factual information including claimants background.
10. Foster relationships with physicians to improve their organizations referrals and contacts.
11. Organizing and facilitating meetings, conferences, and other special events; coordinates and attends committee meetings, and participates in discussions, as appropriate.
12. Handling confidential information.

*Key Competencies*

1. Verbal and written communication skills
2. Technology Skills
3. Communication Skills
4. Advance Computer Skills (Microsoft Office),
5. Organizational Ability
6. Attention to detail
7. Sales and marketing
8. Customer service orientation
9. Employee Relation
10. Written Expression
11. Time Management
12. Problem-Solving Skills
13. Planning Skills

WORK EXPERIENCE

*IN INDIA*

1. Position: School Relation Officer

Duration: September 2021 to Till Date

Company: Extramarks PVT LTD

2 Position: Area Sales Manager

Duration: November, 2020 to May 2021

Company: 9 cloud technology and services PVT LTD

1. Position: Relationship Officer

Duration: August, 2019 to March 2020

Company: Gravity Integrates Pvt. Ltd, Raipur

EDUCATION

1. Education Level: MBA (MASTER OF BUSINESS ADMINISTRATION)

University: IMIT, Cuttack

1. Education Level: Bcom (BACHELOR OF Commerce)

University: Kendrapara Autonomous College,odisha, India

COMPUTER EDUCATION

1. Education Level/ Field: Certified Secure Computer User (CSCU)

Institution: IANT, bhubaneswar

Course Duration: 1 year

1. Education Level/ Field: DIPLOMA IN COMPUTER APPLICATION

Institution: IANT, bhubaneswar

Course Duration: Six Months

3. Education Level/ Field: DIGITAL MARKETING

Institution: Anudip foundation

Course Duration: Six Months

I hereby certify that the statements above (including any attachments submitted, now or later) are accurate to the best of my knowledge.

MD WASIM