

ASIF MIRZA



CONTACT

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📅 01 May, 2002

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OBJECTIVE

To get an opportunity where I can make the best of my potential and contribute to the organization's growth.

AREA OF EXPERTISE

- Communication.
- Problem Solving skills, flexibility, team work.
- Creativity.
- Emotionally intelligence.
- Responsibility
- Good Listener.
- Public Speaking.

INTERESTS

- Playing sports.
- Cooking & Baking.
- Organising events in the community 🧑🧑🧑🧑.
- Reading, Writing Books and Articles.

ACTIVITIES

- Listening membership that reveals.
- Planting Tree.
- Pursuing Graduation 🎓.
- Reading finance Books

REFERENCE

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LANGUAGE

- ✓ English (expert)
- ✓ Hindi (expert)

EDUCATION

Lucknow University (LU) B.A. (Law & finance)	2022
M.A.G. Inter College (D.Dun) Intermediate 79.9%	2021
V. N. Public School (D.Dun) High School 70.6%	2019

EXPERIENCE

Hotel Just 9 Inn Receptionist Managing budgets. Maintaining statistical and financial records. Planning maintenance work, events and room bookings. Handling customer complaints and queries.	Aug, 2021 - Jan, 2022
Finwizz financial Pvt. Ltd. Telesales Executive Sales the Products. Maintain the inbound and outbound calls. Answering questions about products or the company. Asking questions to understand customer requirements and close sales.	Feb, 2022 - Dec, 2022
Devfinvest Advisory Pvt. Ltd. Team Leaders Managing the day-to-day activities of the team. Motivating the team to achieve organizational goals. Developing and implementing a timeline to achieve targets 🎯. Delegating tasks to team members.	Jan, 2023 - Apr, 2022

CERTIFICATE

PMP - Project Management Institute Coordination and completion of projects on time within budget and within scope.
eLearning college - Business development Identifies business growth opportunities and develops strategies to increase company sales. Manage large client relationships

ACHIEVEMENTS & AWARDS

- ✓ Character Award by M.A.G. Inter College
- ✓ Painting Award (3rd position) by Lion's Club

Signature: _____


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