

CURRICULUM VITAE – RESUME



Syed Hajath Ali

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OBJECTIVES.

To work in a dynamic organization where I can acquire new knowledge and sharpen my skills & pay my best efforts . Successfully passed B.com [**Accounts & Finance**] in 2018 international business graduate, seeking to leverage acquired academic knowledge and work experience to effectively fill an office clerk position. Hard-working, proactive individual with strong problem-solving and communication skills and the ability to learn new concepts fast.

A dedicated worker aiming to help achieve company goals and take on more responsibility as quickly as possible. Ability to work independently with high motivation toward new knowledge and a good team worker.

EDUCATIONAL QUALIFICATION.

Sr no	Particulars of Exams	University/Institute	Year of Passing	Percentage
1.	B.com [Accounts & finance]	Bangalore University	2018	60%
2.	Commerce	State Board	2015	78%
3.	10 th [Metric]	CBSC [NOBLE SCHOOL]	2013	74%

- ❖ Graduation From Administrative Management College [AMC],Bangalore.
- ❖ Higher Secondary From Noble PU College ,Alipur.
- ❖ High School From Noble School ,Alipur.

LANGUAGES KNOWN

Languages Skills	SPEAKING	READING	WRITING	TRANSLATING
<i>ENGLISH</i>	✓	✓	✓	✓
<i>ARABIC</i>	-	✓	✓	-
<i>HINDI</i>	✓	✓	✓	✓
<i>URDU</i>	✓	✓	✓	✓
<i>KANNADA</i>	✓	✓	✓	✓
<i>TELEGU</i>	✓	-	-	✓

PROFESSIONAL Qualification

- ⚙ Worked for six months at **Aegies[aigio.com]** as a customer executive .
Handling all the complaints of the
Customer packed,shipped,delivery related queries .
- ⚙ Worked for two months at **Dream Gains Financial Private Limited** as a customer relationship manager
- ⚙ Dealing with existing customers providing them advises to trade in the indian share market with proper stop loss and take profit terms provided by the company .
- My Last job at JANA SMALL FINANCE BANK ,[Shantinagar Branch] from 11-sept-2020 to JAN 2021

MY RESIDENTAL ADDRESS

71| 3rd floor , 5th main , 2nd stage ,kumarswamy layout , Bangalore
 [Pin Code : 560078] Karnataka, India
 Contact Number : +919632819341

Skills

- Have good interpersonal & communication skills.
- Have Good command over spoken & written English.
- Have Positive attitude.
- Have Ability to learn as a fast learner and adaptive in Nature.
- Have computer Skills Like Word,Microsoft,tally,etc.
- Eager and willing to add to their Knowledge Base and Skills.
- Ability to work in Harmony with Co-workers and Honest Towards JOB.
- Problem Solving Skills.

PERSONAL PROFILE

- ★ Father Name : Syed Karrar Hussain
- ★ Nationality : Indian
- ★ Religion : Muslim
- ★ Gender : Male
- ★ Marital Status : Single
- ★ Date Of Birth : 05 April 1997

Thank You!