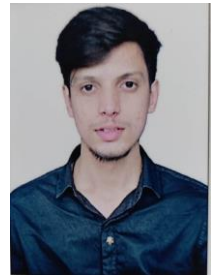


BAIG ADNAN MOHID

Mobile Number: 0526164857

Address: Rigga Metro station Behind Coral Hotel Gurair 133, Dubai.

Email ID: baigadnan12345@gmail.com



Career Objective:

To optimally utilize the present abilities, expertise and knowledge in the organization, so as to enable the organization achieve its goals and at the same time capture opportunities for constant learning and career development.

Educational Qualifications:

- **S.S.C** : Passed from St Theresas High School Bandra (Maharashtra Board).
- **H.S.C** : Passed from Rizvi College (Maharashtra Board).
- **B.COM** : Passed from khar Education Society.

Work Experience – 4 Years

➤ CLASSIC CREATION

Designation: E-COMMERCE EXECUTIVE

Duration : Apr 2017 – Mar. 2020

Job Profile:

- Expertise in handling and maintaining the ecommerce sales and making strategies to improve sales.
- Listing and advertising products to improve the sales.
- Handling Customer queries and complaints.
- Handling corporate customers PAN India.
- Coordinating with logistic team

➤ PRAKASH FABRICS PVT. LTD.

BRAND: SIXTH ELEMENT & EXILE

Designation : BILLING EXECUTIVE

Duration: From OCT. 2020 TILL DATE

Job Profile:

- Handling all dispatches
- Making sale order, packing slip, Invoice bill.
- Handling all production module in Logic software.
- Production - Stock inwards, RM issued, Inventory accounting., job order, PO raising, etc.
- Maintain All warehouse Stock Inventory

Knowledge and Technical Skills

- Good hands on experience on MS Office
- Working knowledge of Logic Enterprise
- Typing speed 30 wpm
- Effective communications and negotiation skills

Personal Information:

- Father Name : **Baig Mohid**
- Date of Birth : 04.11.1998
- Place of Birth : Mumbai
- Marital Status : Unmarried
- Languages Known : English, Hindi.
- Religion : Islam
- Nationality : Indian