



Furqan Sahab

Extremely motivated to constantly develop my skills and grow professionally to pursue my dreams and ambitions. I have experience in professions like Computer Operator, Front Desk cum Receptionist & Sales Executive. I am constantly looking for opportunities in the UAE region and I am looking forward to working in growing organizations.

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Education

Senior Secondary (PCM)

U.P. Board, Allahabad - India | Year - 2015

Course on Computer Concepts “CCC”

M.I.M.T., Rampur - India | 2015

Work Experience

Computer Operator

Raza Cyber Solution Point

(I had 40% shares in this business)

Rampur – India

(February, 2019 – November, 2020)

- ❖ Making tickets of Train and Flight
- ❖ Filling online application forms Govt. IDs applications like Passport, PAN Card, Driving License and Government Job forms and Institute/University Entrance Exam forms and many other forms.
- ❖ Work on Microsoft Office (Word & Excel)
- ❖ Work on Photoshop
- ❖ Typing (English)
- ❖ Dealing Customers
- ❖ Managing Payment Details Cash/Card

Front Desk Cum Receptionist

The Opal Hotel

Bareilly Road, Rampur – India

(January, 2018 – December, 2018)

- ❖ Greet and Welcome Customers and Maintain Attendance and Time.
- ❖ Update Record in MS Excel Software.
- ❖ Confirming Reservations for Guests.
- ❖ Maintain Clear and Accurate Records of Guests Room Booking
- ❖ Maintain Reception area tidy and orderly.
- ❖ Monitor Visitors in the Hotel.

Sales Executive

Prime Electronics

Rampur - India

(Mar 2017 – December 2017)

- ❖ Selling mobile phones Indoor & Outdoor (Samsung, Vivo, Oppo, Honor & Xiaomi)
- ❖ Generate leads and convert them into prospects customers.
- ❖ Doing road shows for sales promotion.
- ❖ Generate sales report monthly and report to sales manager.
- ❖ Cold callings and outdoor marketing to generate more sales.
- ❖ Coordinate with retailers and distributors to supply mobile phones and other accessories.

Computer Operator

Inaaya Online Access

Rampur - India

- ❖ Filling online application forms of Govt. IDs and Govt. Job forms and many other forms like Institute/University Entrance Exam forms

(August 2016 – January 2017)

❖ Work on Microsoft Word.

Skills

Microsoft Office (Word, Excel & Power Point)

Adobe Photoshop

Typing Skills

Internet Applications

Qualities

Time Management

Fast Learning Ability

Creative Thinking

Problem Solving

Motivated Personality

Personal Details

Father's Name : Mohd Akhlaq

Date of Birth : 29-05-1998

Communication Address : Deira, Dubai

Nationality : India

Passport Number : Z4121590

Visa Validity : 05-03-2021

Languages

English : Read, Write & Speak

Hindi : Read, Write & Speak

Urdu : Read, Write & Speak

Arabic : Read only

Date:

Place:

(Furqan Sahab)