



SHAIKH NAVEED NAZIR

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Career Objective :

My desire is to be a part of a renowned Establishment, which would use my qualities for the betterment of the organization as well as would foster my growth professionally & personally.

Work Experience :

- 1) Worked with **Just Dial Ltd** in Database International Department as a Team Coach.
- :) Joining Date : 05th March 2008 till 06th Jan 2020.

Job Profile:

- a :** Basically it's a ecommerce company, the work is all about website research from search engines like Google, Bing and porting data in to our system.
- b :** Research of various products and services for restaurants, hotels, doctors, tours and travel etc is done through different sites and sources, as its an International process so we work on major countries (USA, UK, Canada & UAE).
- c :** Maintaining daily MIS & Reports also auditing work and giving proper updates about the process to agents & motivating them to give Quality as well as Quantity work.

- 2) Worked with **Air India** in Flight Dispatch as a Flight Assist Officer in Operations on Contract with **Livewel Aviation Services**.
:) Joining Date: 15th May 2007 till 15th Nov 2007.

Job Profile:

- a:** Worked in Aircraft Movement Control & Crew Movement Control departments, responsibilities are sending Telex messages of Air India flights on the arrival & departure to the respective nations it includes both International as well as Domestic flights.
- b:** Making arrangements of Hotel & Transportation for captains on their arrival & departure and also informing captains about which flight they are operating for a particular week, all informations are provided under the guidance of my supervisors.

- 3) Worked with **Arvind Brands Ltd** for Arrow Brand garments store as Customer Service Associate.
:) Joining Date: 25th Jan 2006 till 01st May 2007.

Job Profile:

- a:** Customer Service, Visual Merchandising.
b: Cashiering & Maintaining Daily Sales Report.
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Academic Qualification :

Course	School/College	Board/University	Year Of Passing	Class
T.Y. BSc (Maths)	Distance Education	Periyar University	May/June 2010	Pass
H.S.C	Fr. Agnel	Mumbai	Feb 2001	Pass
S.S.C	St. Anne's	Mumbai	Mar 1999	Pass

Additional Qualification:

Done Basics in Computers (MS Excel, MS Access, Word, Powerpoint)

Interests : Internet Surfing, Playing Cricket & Listening to Music.

Personal Details :

Date Of Birth: 04th October, 1982
Passport No: K0984890
Date of Issue: 14/12/2011
Date of Expiry: 13/12/2021
Gender: Male
Nationality: Indian
Marital Status: Married
Languages Known: Having good command over English, Hindi & Urdu

I hereby declare that all the information furnished above is true to the best of my knowledge and belief.

Place : Mumbai

Date :

Signature
