

To

The Human Resource Manager

Dear Sir or Madam,

I would like to take this opportunity to present myself for suitable placement in your esteemed organization.

I feel my technical knowledge is closely parallel to your organization/requirement. Therefore, Please find attached here with detailed CV for your evaluation.

For any clarifications, please feel free to contact and looking forward for positive response.

Thanking you & best regards

Faizan Mohammed Akheel

Contact: +91-8801-394-851

Curriculum Vitae

Faizan Mohammed Akheel

E-Mail: faizan.akheel@gmail.com

Contact No. +91-8801-394-851

1) About: Pursued BBA Bachelor Of Business Administration in Sales And Marketing.

2) Experience: Looking Forward To Gain Experience With My Knowledge And Skills

3) Educational Qualification:

BBA Bachelor Of Business Administration in Sales And Marketing From **Osmania University** and Scored 85% of Marks.

Intermediate: Studied At Sri Chaitanya Junior College In The Field Of **MPC i.e Maths ,Physics and Chemistry. Scored 60% of Marks.** Completed in Year 2018.

High Schooling: Studied High School In **INTERNATIONAL INDIA SCHOOL-SAUDI ARABIA DAMMAM**

4) Computer Knowledge:

- MS Office complete (word & excel).
- Power Point presentation.

5) Additional Skills :

- Ability to work in all aspects of sales & marketing.
- Good presentation and negotiation skills, independent performance in sales and marketing issues.
- Ability to work under pressure and complete the task on time.
- Ability to learn and understand well to work with multi-national staff.
- Ability to travel long distance on projects as and when required.

6) Personal Dossier:

- Date of Birth: 03rd. March 2000
- Education: BBA (Sales & Marketing)
- Nationality: Indian
- Marital Status: Unmarried
- Driving License: Indian Driving License
- Contact No. +91-8801-394-851

- E-Mail: faizan.akheel@gmail.com

7) Languages Known:

- **English:** Fluent In Speaking and reading with Good Communication Skills.
- **Arabic:** Beginner level in Speaking. And Expert In Reading Arabic.