

CURRICULUM VITAE



ZARIN ABID SHAIKH

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OBJECTIVE:

Adaptable, proactive and result focused professional with extensive experience in Analysis and Tele sales. Further an articulate, diplomatic communicator and effective team player. A proven track record of working as in charge, Operation, Analyst and Tele sales over 13 years. Highly motivated and successful in optimizing business, while achieving goals and developing the highest standards in market.

WORK EXPERIENCE:

- **Godrej Properties Ltd, Runwal Groups, Larsen and Toubro, Piramal Real Estate and Lodha Developers [2017 - Current]**
Job Title: Telesales Executive

Job Description:

Explaining the project details to the client

Cross Pitching other projects

Fixing the appointment for site visit and attending the client at site if required

Daily follow ups of data with around 150-200 calls

Fixing online meeting for NRI clients

- **SME Chambers of India [2014 -2017]**
Job Title: Executive Assistant

Job Description:

Acting as point of contact between executive and internal or external overseas clients by phone calls or emails preparing financial statements reports, and other documents

Maintaining the current filing and database system and looking for ways to improve current systems.

Managing information flow in a timely and accurate manner

Managing executive calendars and set up meetings

Responsible for creating various documentation and presentation

- **M/s Footprints Collateral Service, India [From 2010 To 2012]**
Job Title: Sr. Analyst

Job Description:

Complete pre- employment screening enquires to conclusion as per the client specification.

Ensure all verbal and written records are registered and maintaining client's data, preparing reports.

Attending customers & clients in a convincing manner and their follow-up.

Handling sensitively the personal data of applicants in compliance with data protection requirement

Support Team Leader not achieving team target.

- **CRP Technologies Pvt Ltd, India [From 2006 to 2009]**

Job Title: Supervisor

Job Description:

As a keyholder responsible for opening and closing operations

Demonstrate excellent people skills in both client and employee relationship.

Handling the daily heavy flow of paperwork and cooperated with the appropriate department which enabled me to provide elevated customer experience building long term customer relation.

Routinely assisted internal and external customers and via telephone and email politely and professionally answered question and managed situation with up to date knowledge

Contributes to team efforts by accomplishing related results as needed.

EDUCATIONAL QUALIFICATION:**Professional**

- Bachelor of Arts (B.A) from Mumbai University at Mumbai, Maharashtra - INDIA.

Additional Qualification

- Computer Knowledge MS-CIT, MS Office 2000, Window 98.
- Advance Excel Certified.

STRENGTHS:

Strong networking skills with good Interpersonal relationship. Effective, excellent communication skills & good command over English. I consider myself to be a highly motivated individual with the right amount of ambition to be creative and motivate others with my enthusiasm.

PERSONAL:

Nationality : Indian

Marital Status : Married

Passport Number : U3951414

Visa Status : Visit Visa

Date of Birth : 27/09/1984

Languages Known : English, Hindi, Urdu and Marathi