



## MURSALEEN ADFAR

**+91 6005059306**

**Shoul Batengoo Anantnag 192124**

**[mursaleenadfar639@gmail.com](mailto:mursaleenadfar639@gmail.com)**

### PROFESSIONAL SUMMARY

Dedicated Customer Service Professional With Knowledge And Service Delivery And Multitasking Abilities Committed To Maintain Professional Relationship To Increase Profitability And Drive Business Results Accomplished In Providing Unsurpassable Support To Demanding Customers Offering Experience In Related Roles As Well As For Improving Service Delivery

### PRESENTLY

**Sales executive**

**Habib Enterprises Anantnag**

### WORK HISTORY

**April 2017 – April 2020**

**Receptionist**

**Habib Enterprises Anantnag**

Quickly Learned New Skills And Applied Them To Daily Tasks Improving Efficiency And Productivity

Used Critical Thinking To Break Down Problems Evaluate Solution And Make Decisions

Used Coordination And Planning Skills To Achieve Results According To Schedule Offered Friendly And Efficient Service To Customers Handled Challenging Situations With Ease

Maintain Excellent Attendance Record Consistently Arriving To Work On Time

### EDUCATION

**BACHELOR OF ARTS**

**UNIVERSITY OF KASHMIR**

### CERTIFICATIONS

**(CABA-MDTP) NIELIT**

**BUSY ACCOUNTING**

### SKILLS

Sales And Marketing

Verbal And Written

Communication

Good Listening Skills

Creative Merchandising

Accounts Management

Operation Management

### LANGUAGES

Kashmiri, Native Language

English And Urdu

## **OBJECTIVE**

Looking For the Best Opportunity In Your Esteemed Organization Where I Would Be Able To Utilize And Enhance My Potential While Being Resourceful, Innovative, Flexible And Enthusiastic.

## **CAPABILITIES**

- Good Communicative And Presenting Skills
- Adaptive To Any Kind Of Situation And People
- Get Along With A Team
- Consistent Performer

## **PERSONAL PROFILE**

Name : Mursaleen Adfar

Father's Name : Gulam Qadir Dar

Residence : Shoul Batengoo

Pin Code : 192124

Gender : Male

D O B : 2<sup>nd</sup> oct. 1999

Nationality : Indian

## **DECLARATION**

I Hereby Solemnly Declare That The Above Furnished Particulars Are True And Correct To The Best Of My Knowledge And Belief .

Place :

Date :

Mursaleen Adfar

