




SAIF AHMAD

Administration

Contact Me

-  9682053734
-  saif82918@gmail.com
-  Bhadohi Pure Rahim
Uttar Pradesh, India
-  www.myblog.com

Social Profile

-  [linkedin.com/in/saif-ahmad-90897217a](https://www.linkedin.com/in/saif-ahmad-90897217a)

Other Info

Skills

Good Communication Skills ,
Presentation Skills, Soft
Skills , Team Work,
Business
Etiquette ,Effective Email
Writing , Telephone
Etiquette , Accounting
Fundamentals , IT
Foundational Skills,
Organization, Teamwork,
Always Punctual, Critical



About Me

Highly capable in Administration Operation with 3+ year experience in Dying Yarn, Carpets and Sales, seeking to apply strategic planning and proven leadership skills to grow revenue and improve market share.



Experience

- 2019 - Present** **Sunny Yarn Dyre | Administration**
Colour Matching, Goods and Services Tax, Invoice, Billing, Customer dealing, Marketing
- 2018 - 2019** **Shamshi Exports | Office Assistant**
GST, Invoice and field work
- 2016 - 2018** **Reliance Nippon Life Insurance | Advisor**
Meeting with Customers and
Sales Company's Products



Education

- 2018 - 2020** **Mahatma Gandhi Kashi Vidyapith
Varanasi U.P. | Master Of Art**
Stanford people take on audacious problems, bring imaginative new approaches to solving them, and work collaboratively to advance knowledge and make meaningful contributions to our world.

Thinking, Social, Creativity,
Interpersonal, Adaptability,
Friendly Personality

2015 - 2018

Indira Gandhi National Open University |
Bachelor Of Art

Awards

Best Dedicated Employee

Languages

Hindi :- Native

English :- Professional

German :- Persuing

Interest

Music, Travelling, Poetry

Others

Certificate in Computer
Concept (NIELIT Delhi)
MS Word, MS Excel, MS
Powerpoint

Certificate in Career Edge
Professional (TCS iON)

Certificate in Basics of
Logistics Fleet Management
and Warehouse (TCS iON)

Certificate in Basics of Sales
Order Management in
Supply chain (TCS iON)

Certificate in Costomer
Service: Problem Solving and
Troubleshooting (linkedin)