



# KHAN HASIB HABIB

## SUMMARY

To work in an environment which encourages me to succeed and grow professionally where I can utilize my skills and knowledge appropriately.

Hardworking employee with customer service, multitasking, and time management abilities. Devoted to giving every customer a positive and memorable experience.

## EDUCATION



**Bachelor of business administration** GPA: 6.95

*Dr Babasaheb Ambedkar University* 2018 - 2021



**HSC** GPA: 60.77%

*Maulana Azad college of Arts, Science & Commerce* 2016 - 2018

## EXPERIENCE



**Colive**

**Relationship Manager**

- Used to work as a relationship manager in inbound and outbound customer service
- on B2C level
- Assessed customer requirements on an ongoing basis in order to provide tailored solutions.



**Al-Huda Group of schools**

**Accounts & Social Media**

- Used to work as an accountant and social media handler



**Sagar Kawna & Co.**

**Accountant**

- Used to work as an accountant under the C.A Akshay Talreja
- Prepared monthly and year-end closing statements, financial documents and invoices.

## LANGUAGES

• ENGLISH

• HINDI

• MARATHI

## DECLARATION

I HEREBY DECLARE THAT ALL THE DETAILS MENTIONED ABOVE ARE IN ACCORDANCE WITH TRUTH AD FACT AS PER MY KNOWLEDGE AND I HOLD THE RESPONSIBILITY FOR THE CORRECTNESS OF ALL THE ABOVE MENTIONED PARTICULARS.

## CONTACT



+91 7020804395



hasib.hk4328@gmail.com

**D.O.B: 26-06-2000**

## SKILLS

- Microsoft word
- Basic Microsoft excel
- Microsoft powerpoint
- Internet surfing
- Tally
- Email
- Sales Presentations
- Customer Service
- B2C Sales

## INTEREST

- Travelling
- Photography
- Reading