

Curriculum vitae

Bablu Khan

Rzc-197, Madhu Vihar
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Seeking assignments in Sales, Tele servicing, Business Development, Client Servicing, Telesales, Revenue Generation, Up selling, Retention Management Client Handling, Operations Management, compliance management, Quality Auditing, MIS Reporting with a high growth oriented organization. Preferred Location: Delhi only

Career Objective

Achieve goal by smart work with positive attitude in a progressive organization where my skills are utilized in the best way with a scope of learning, innovation and career development.

Education

- 10 th Passed from C.B.S.E. Board
- 12 th Passed from C.B.S.E. Board.
- Graduate from Delhi University.

Employment

Indian GiftPortal.Com.

Store-Manager

Jan, 2023 to Feb,2025

Key Performance Area

- Target achievement on monthly and daily basis.
- Maintain SLA 90+
- Daily follow up previous complaint
- Maintain good service and good delivery.
- Daily briefing with all staff in hub.
- Order delivered between the time slots.
- Maintain our store good rating for all services.

QFS Consultancy Pvt. Ltd.

July,2018 to May,2019

Relationship Manager

Key Performance Area

- Visited old client and collect renewal or old dues.
- Achievement self-target on monthly and quarterly basis.
- Interact with old client and provide all type required service.
- Resolve client query as per provided by company.
- Provide best service as per client requirement and provide best device.

Gadget wood Eservices Pvt. Ltd.
Store Manager

Oct, 2016 to June, 2018

Key Performance Area

- Target achievement on monthly and quarterly basis.
- Maintain the prospects track on a monthly basis.
- Keeping Tracks of Competitor activities.
- Maintain prospect and focus month incentive.
- I have earn monthly incentive on every month since I was joined in this organisation.

Spice Retail Ltd
Assistant Store Manager

June 2014 to Oct, 2016

Key Performance Area

- Interact with visited client and convert into new sale.
- Track all the leads provided by company.
- Maintain monthly Target and our promotion target.
- Maintain the prospects track on a monthly basis.
- Keeping Tracks of Competitor activities. .
- I have taken one Promotion within 6 month in this company.

Spanco BPO LTD
Sr. Executive

Jan 2012 to Feb 2014

Key Performance Area

- Interacted with client on call and sale all type of investment plan like HDFC Life, Aegon Religare and ICICI Pru Life, AVIVA Life etc.
- Assuring the best customer service given to customers with proper follow ● Interact with online clients.
- Maintain the prospects of client's proposal.
- Keeping Tracks of Competitor activities.

Computer Proficiency

- Advanced Excel,
- MS Office and Microsoft Outlook.
- Working knowledge of Share Point. ● Microsoft Windows.
- Internet Application
- VLookUp, HLookUp, Pivot table
- Internet Surfing

Competencies

- Fast learner, adapt well to changes.
- Work effectively with diverse groups of people.
- Friendly with an upbeat attitude.
- Able to relocate anywhere within Delhi.
- Committed to deadlines and schedules

Personal Information

Father’s Name : MD Islam Khan
Date of Birth: 19th October, 1987.
Marital Status : Married.
Hobbies : Listening Music. And roaming with friends. Religion : Muslim

Languages Proficiency : - English, Urdu& Hindi

Declaration

I confirm that the information provided by me is true to the best of my knowledge and belief.

Date _____.

Place _____ (Bablu Khan)