

# Md Faez uz Zaman

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**Address:**

Name :- Md Faez uz zaman

PLOT NO.200(c), MAHADEV NAGAR,

ROAD NO.5,BETWEEN LANES 3&4

NEAR OM PARADISE, JHARPADA

BHUBANESWAR-751006

## Career Objective

To work in a challenging and dynamic environment and to contribute significantly for a long period to the success of a progressive organization, where I can use my analytical skills and leadership quality while concurrently upgrading my skills and knowledge.

I am able to read,write and speak in three languages,such as English,Hindi and Odia.

## Work Experience

- 1. I was engaged in holding my own shop of selling ladies garments in Jail Road, Bhubaneswar from January 2005 to December.2013.**
- 2. During the above business I decided to continue my studies through correspondence under Sobhit University since July,2012. Therefore I passed B.Com. in 2015.**

### **2.M/S. Akhandalamani Transport**

I worked in M/S Akhandalamani Transport as accountant from 4th May 2015 to June 30 2017. I have handled the following functional areas :

- Preparation of Financial statement
- Maintenance of books of account
- Computation payment and return of Direct Indirect taxes.

### **3.Agies Bpo**

I work in Agies for 4 months as voice agent

### **4.Autosence Pvt.Ltd.**

I worked in Autosence Pvt.Ltd. as Customer Relations Executive since 17/03/2018 to 25/12/2019.I was entrusted with the duty of speaking to the customers in English, Hindi and Odia.

#### 5.Tech Mahindra

I joined Tech Mahindra, Bhubaneswar as Customer Care Executive on 07/01/2020 and continued upto 03/09/2020. I was given charge of chatting with the customers in English and replying to the Calls of the customers over phone in Hindi and English.

### Educational Qualification

Name Of Examination	Board/University	Year Of Passing
B.COM	Shobhit University	2015
Higher Secondary (12th)	Council Of Higher Secondary Education, Odisha.	2004
10 <sup>th</sup>	Board Of Secondary Education, Odisha.	2001

### IT Skills

- Tally ERP 9.0
- PGDCA

### Personal Details

- Date of Birth : 25<sup>th</sup> October, 1986
- Gender : Male
- Languages known : English, Hindi ,Urdu & Odia.
- Permanent Address : Same as above.

Date:

Signature

