

CURRICULUM VITAE

Mohammad Nayaz Ahmad

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Opposite Rohini Sector 22, Delhi – 110086

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CARRIER OBJECTIVE

Intend to build a career in Export & Import with corporate of Hi-tech environment with committed and dedicated people who will help me to explore myself fully & realize my potential to give my best in challenging and creative environment and perform at the highest level better.

STRENGTH

- **Excellent Skill in Communication with Buyers For Export & Import and Documentation**
- **Export & Import Documentation Leadership Qualities**
- **It is my belief to always deliver more than what is expected**

EDUCATIONAL QUALIFICATION

- Graduation from university of Delhi.
- Passed Intermediate from B.I.E.C. Patna
- passed Matriculation from B.S.E.B Patna

COMPUTER SKILLS

Operating System	:	Windows 98, 2000 & XP
Application	:	Ms-Word, Power Point & Excel
Other	:	Email & Internet

TECHNICAL QUALIFICATION :

- **Complete Travel & Tourism course from Campus of Open Learning University of Delhi in 2015**
- **Complete R.M.P.Medical Course from Patna Bihar in 2007**
- **Complete one year diploma in Industrial Safety Management from Rashtriya Technical Institute Jamshed Pur in 2004**

Working Experience

TOTAL WORK EXPERIENCE : 9 YEARS+

Current Job

Ankita Overseas,India Delhi

Designation: Export Documentation Manager

Job Profile Involves :

- **Accountable for meet our Client and Buyers in india and overseas For Export & Import**
- **Make good Business Relation with our All existing and New Buyers all over the Globe.**

- **Keep maintain all Export & Import Documents updated in File and Folder with Scan.**
- **Maintain an updated knowledge of company's goals, vision, and values to ensure appropriate prioritizing.**
- **Perform administrative tasks of transaction For Export & Import recording, filing, and inventory**
- **Display and explain company products/services to potential clients to influence purchase**
- **Performs other duties and responsibilities assigned For Export & Import**

Asia & Africa General Trading LLC, Dubai in Africa Djibouti
Designation: International Sales Manager

Joined on : 8 May 2017 to 20 May 2018

Job Profile Involves :

- **Handle customer service requirements like as Export & Import which commodity They have required**
- **Speed and efficiency of service given For Export & Import**
- **Export & Import for our products and investment products.**
- **Going beyond the professional need of the customer by providing other products. Enhancement of customer value**
- **Cross-sale & Documentation For Export & Import**
- **Back-up to relationship managers and also with management**
- **Customer acquisition through referrals**
- **To manage Cost efficiency through process**
- **Customers & Buyers Satisfaction is our main Priority with Happiness.**

EMPLOYMENT HISTORY

- **Currently Working for Ankita Overseas As Export Documentation Manager from 30 May 2018 to Till Continue in india Delhi office.**
- **Worked for Asia & Africa General Trading LLC Dubai in Africa Djibouti as International Sales Manager From 08 May 2017 to 20 May 2018.**
- **Worked with Axis Bank Ltd as Sales Manager in Cross Sales Department from 11 Feb 2012 to 06 May 2017.**

PERSONAL DETAILS

Father's Name : **Amirul Haque**

Date of Birth : **21-08-1983**

Sex : **Male**

Religion : **Islam**

Nationality : **Indian**

Marital Status : **Married**

LANGUAGE KNOWN

Read : **Hindi, English & Urdu**

Write : **Hindi, English & Urdu**

Speak : **Hindi, English & Urdu**

PASSPORT DETAILS

Passport No. : **H- 4445799**

Date of Issue :

Date of Expiry :

Place of Issue : **Delhi**

DECLARATION

I here by declare that all the statement given me are true to the best of my knowledge and believe.

Date :

Place.