



MD SHAHID REZA

PROFESSIONAL SUMMARY

Driven Placement Coordinator touting Five years of success in Nav Bharat Jagriti Kendra. Records and database management. Possesses an Innovative outlook towards the creative ideas, Market Scanner, marketing strategy and Client Handling. Gained practical knowledge about Operations & Visual Merchandising. An effective communicator with Team, leadership and relationship skills. Ability in learning new concepts quickly, working well under pressure & communicating ideas clearly. Assisting with special projects. Presently working as Proprietor (Providing all types of government services through online) with Govt. ID. Serving people at Rural Areas government new Policies/Procedures for the benefit of the People

CONTACT



Hazaribagh , INDIA



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LANGUAGES

Hindi: Native language

English: C1

Advanced

SKILLS

Excellent Communication
Relationship-building
Adaptive team player
Problem solver
Excellent Communication
Customer sales support
Direct marketing understanding
Professional referral network
Report preparation
Career planning

ACHIVEMENTS

TOP 30 Fundraisers in India on 2011 at Greenpeace.

Successfully Achieve our 70 % of target for Sustainable Livelihood Program.

WORK HISTORY

Front Desk Manager

Common Service Centre (CSC E-Governance Services India Ltd.) Hazaribah.

Oct., 2020 - till

- Access to information : all remote/ rural citizens.
- Delivery of public services – G2C & B2C.
- ICT for rural Empowerment of socially disadvantaged people for inclusive growth.
- Introduce new benefit provided by Govt. to the public and Help to get this benefits.

Placement Coordinator

NBJK (Nav Bharat Jagriti Kendre), Hazaribagh.

June., 2015 – Sep.,2020

- Provided a pathway recommendation that included readiness of job development, career planning and job placement.
- Coordinated the activities of job placement service for students and graduates.
- Facilitate person-centered career planning and ongoing career development
- Recruited candidates for open positions and placed qualified candidates by interviewing candidates.
- Maintained a Microsoft Excel & Word database that was used to track youth registration, businesses, and payroll.
- Recruited and marketed job readiness program to employers via telephone / personal contact.

{MSR} Machinery Sales Representative

Anand Group, Ranchi.

Sep., 2014 – May., 2015

- Develop and execute sales strategies throughout State area
- Developed relationships and Manage with more than 400 Mechanic, retailer and distributors and grow customer base through networking, referrals, cold calling and sales presentations.
- Assessed client needs based on current objectives, supply and demand, and seasonable variables
- Reviewed sales performance for sales division and generated key reports for weekly, monthly, and quarterly meetings
- Work with Distributors to develop sales strategy guides that were later distributed to everyone at the sales center.

EDUCATION

Master Of Arts In Rural Development
Indira Gandhi National Open
University – Hazaribagh

BBM: Marketing
New Horizon College – Bangalore

Inter in Commerce
City College – Bokaro Steel City

10th B.I.V9/C – Bokaro Steel City

PERSONAL DETAILS

Nationality: Indian

Marital Status: Married

Date Of Birth: 09/12/1985

Community Mobilizer

Nai Kiran NGO

Aug., 2012 - Aug., 2014

- Typically work to support project managers with administrative tasks such as collecting data and tracking project success, scheduling meetings to coordinate project work, providing status updates and monitoring budgets and other financial documents
- Prepared Excel spreadsheets, reports and PowerPoint decks and liaising with line departments
- Standardized, simplified, rationalized, and organized project reporting to improve execution
- Created end user training schedules, workshop, Seminar and documentation.

One Timer

Greenpeaceindia. Willson garden, Bangalore

May, 2010 - June, 2012

- Maintained Organized, Presentable Merchandise to Drive Continuous Sales
- Liaising with customers to answer and resolve their queries
- Cold calling potential clients via telephone or personal visit
- Making appointments to meet new and existing clients
- Develop relationships with potential customers, which has led to an increase in sales by 10 percent
- Follow up on inquiries via email and phone calls to ensure customers have all the information about Organization and their activity to make a financial support to organization.

{DDR} Direct Dialogue Recruiter

- Working as part of the sales team to develop both new and existing markets
- Liaising with customers to answer and resolve their queries
- Collection and entry of data obtained from various Monitoring and Evaluation (M&E) and research activities
- Maintained Organized, Presentable Merchandise to Drive Continuous Sales
- Develop relationships with potential customers, which have led to an increase in sales by 10 percent.