

# Mudassir Siddiqui

## Contact

**Address** 192/23 Nai Basti,  
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Lucknow-226018

### Phone

**+91-7388727222, 7905840674**

### E-mail

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## Skills

Active Listening



Interpersonal And  
Communication



Time Management



Objection Prevention and  
Handling



Closing Techniques



Database Management



Cold Calling



Networking strength



Objective to work in an organization which provides opportunities for growth, learning and scope for the implementation of my skills and hence give my best to the organization.

## Skills

Graphics Designing, Data Management,  
Data Entry.

## Education

2021-12

### Bachelor of Arts:

2019-12

Shri Chote Lal J.S. Yadav Mahavidyalaya, Unnao  
I am pursuing.

2018-04

### Intermediate: Commerce Education

*Udai Montessori School, Lucknow*

2015-05

### High School: Science Education

*Govt Jubilee Inter College, Lucknow*

## Work History

2016- 12 – **Technical Tele caller at Swasth Bhawan**  
2018- 09

Lucknow, UP

- I worked here as a Technical Tele Caller.
- My responsibility is to handle all Government Medical Staff within Uttar Pradesh, To maintain their Service Book on our Official Website "E-HRMS".
- Used critical thinking to break down problems, evaluate solutions and make decisions.
- Offered friendly and efficient service to all Government Medical Staff, handled challenging situations with ease.
- I achieved the trophy for completed my task.
- I achieved bonus point for my hard work.

Relationship building and management

Sales expertise

Quality control

Internet

Leadership

Convincing power

Basic knowledge

Negotiation

CRM Skills

Having a strong motivation

Having a positive outlook

New Business Development

Key decision making

## Languages

English

Hindi

2018- 12 – **Supervisor at Newgen Digitization Company**  
2020- 01

Lucknow, UP

- I worked here as a Supervisor.
- Our work here is to Scan & Manage Local and Government Institution's admission forms and provides a digital copy to The Institutions.
- My Responsibility is to Handle all My Staff in the office & on the field to solve their queries about How to manage the scanned data and the original documents of the institution.

2020- 01 – **Supervisor at (MSSPL) Multi Facet Software Systems Pvt. Ltd.**  
2021- 03

Lucknow, UP

- I worked here as a Supervisor.
- Our work here is to Scan & Manage Service Books of Government Employees of UPPCL and provides a digital copy to The Department.
- My Responsibility is to Handle all My Staff in the office & on the field to solve their queries.

## Hobbies

Net surfing  
Learn New things  
Travelling  
Graphics Designing  
Learning New Softwares

## Strength

Team Work  
Problem solving  
Convincing  
Leadership  
Communication

**Place:-**  
**Date:-**

**Mudassir Siddiqui**