

RESUME

SHAIK IRFAN

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Objective:

To work in a professional environment that enables me to grow and contribute.

Summary: Training Consultant with 10+years of experience in providing solutions for Corporate Training, HR Consulting, Assessment Centers, Management Certifications both in Indian & Middle East Markets.

Key Skills:

- Corporate Relations
- Key Account Management
- Team Management
- Negotiation Skills
- Convincing Skills
- Customer Service
- Team Coordination
- Data Management
- Time Management
- Objection Handling
- E-Marketing
- Solution Selling
- Recruitment
- Corporate Communication
- MS Office
- Networking (IT)

Work Summary:

S.no	Organization	Designation	Start Month	End Month	Location
1.	IPTS – Bahrain	Training Consultant	October'18	Till Date	Bahrain
2.	Education Hut Solution Co WLL	Senior Training Consultant	October'17	October'18	Bahrain
3.	Marvel Management Training Institute WLL	Training & Education Consultant	January'16	September'17	Bahrain
4.	Door Training & Consulting	Business Development Manager	May'14	December'15	India
5.	Kompass India Information Private Limited	Senior Consultant	November'13	April'14	India
6.	Outlife (OBT Training)	Manager Corporate Sales	September'12	October'13	India
7.	Middle earth HR	Assistant Manager Corporate Relations	July'11	September'12	India
		Assistant Manager Sales	May'10	June'11	India
		Sales Coordinator	June'08	April'10	India

Education / Certifications:

- B.com from Andhra University
- Certified Trainer and Facilitator by CAMI-USA from ME-HR
- Certified Learning and Development Manager by CAMI-USA from ME-HR
- Certified Performance and Competency Developer by CAMI-USA from ME-HR
- Certified Recruitment Analyst from CAMI-USA from ME-HR
- Precision Q+A by Vervago-USA from DOOR Training and Consulting
- Self-Track by Partners in Leadership-USA from DOOR Training and Consulting

Technical Skills:

Conversant with Microsoft Office Package – MS Excel, MS Word, MS Power point & Outlook
Usage of Internet, E-Mailing, Bulk Mailing & usage of Job portal

Achievements:

- Achieved the 2nd Best Sales Performer award for the Year 2010
- Achieved the Highest Revenue Generator Award (Corporate Programs) for the month of December'09
- Achieved the Best Performance Sales award for the month of June'10
- Achieved the Best Performance Sales award for the month of July'10
- Achieved the Best Performance Sales award for the month of August'10
- Achieved the Best Performance Sales award for the month of October'10
- Achieved the Best Performance Sales award for the month of December'10
- Achieved the Best Team Performance Sales award for the month of August'10
- Achieved the Best Team award for achieving target for the quarter July'11 – September'11
- Achieved the Best Performance Sales award for the month of December'11
- Achieved the Best Initiative for the month of December'11
- Achieved the Best Team award for achieving target for the quarter January'12 – March'12
- Achieved the Best Sales Performer – In-house Consulting for the month of April'12
- Achieved the Best Sales Performer – In-house Consulting for the Quarter April'12 – June'12
- Achieved the Best Team award for achieving target for the Quarter April'12 – June'12
- Achieved Best upcoming Sales Performer (Highest number of proposals) for the year 2014

Hobbies:

Listening to Music
Reading books
Traveling

Personal Details:

Father's name	: Shaik.Ravoof.
Date of Birth	: 25 October 1990.
Marital Status	: Single.
Sex	: Male.
Nationality	: Indian Muslim
Languages known	: English, Hindi, Telugu & Urdu.
Driving License	: Valid Bahrain Driving License.

References:

Nitin Sanker
Managing Director
Middle Earth HR