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New Delhi, India 110025

Skills

- Skilled in Microsoft Office (Excel, Power Point, Word).
- Effective Communication.
- Negotiation.
- Staff Management.
- Project Coordinator.
- Adaptable & Agile.

Education

08/2023

Master Of Business

Administration:

Jamia Millia Islamia

New Delhi

Status: Passed

- 8.54 CGPA

07/2016

B.Tech:

**Greater Noida Institute Of
Technology**

Greater Noida , U.P

Status: Passed (Ist Division)

63%

04/2011

Class XII:

City Montessori School

Lucknow , U.P

Status: Passed

77%

04/2009

Class X:

St John's School

Ghazipur , U.P

Status: Passed

84%

Certifications

- Power Bi Workshop conducted
Bby Office Master

Ahmar Mohsin Afaque

Summary

Highly-motivated employee with desire to take on new challenges. Strong worth ethic, adaptability and exceptional interpersonal skills. Adept at working effectively unsupervised and quickly mastering new skills.

Experience

Byju's - Marketing Research Intern

Noida

07/2022 - 08/2022

- Resolved customer inquiries and complaints via phone, email, or other communication channels.
- Created detailed notes in customer profiles to keep track of conversations and requests.
- Maintained customer records in the database system.

Er Shahid Kamal - Consulting Engineer

10/2020 - 12/2021

- Designing Layout Plan
- Estimation of Proposed Plan.

M/S Deepika Infrastructure Developer - Sr. Project Engineer

01/2018 - 04/2020

- Inventory check
- Maintaining Excellent relationship and staying in constant contact with client and consultant
- Coordinated with architects and other design consultant
- Maintaining accounts.

M/S Anil Enterprises - Site Engineer

08/2016 - 10/2017

- Monitored Firm Operation on daily basis including design, purchase
- Checking availability of raw materials and accountable for maintaining manpower and Civil execution
- Worked with assigned team, vendors and business partner.

Accomplishments

- Led team to achieve 3 projects completion , earning recognition from upper management and financial reward.