

RESUME

RAHIL ADIL SHAIKH

Email Id: shaikhrakil408@gmail.com

Mobile No.: 9892401676

CAREER OBJECTIVE:

Secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company.

EDUCATIONAL QUALIFICATION:

Qualification	Board/University	Year of Passing	Percentage
B.COM	Mumbai University	2018	60%
HSC	Maharashtra Board	2014	58%
SSC	Maharashtra Board	2012	61%

WORK EXPERIENCE

ZEPTO FEB 2022 TO TILL DATE

DESIGNATION : FIELD RECRUITER

- Take ownership of candidate experience by designing and managing it to develop job postings, job descriptions, and position requirements
- Manage onboarding and new hire process
- Working as per the requirement of the store.
- Achieving given target on daily basis.
- Travels to fields sites to collect and record data.

OLA JUNE 2021 TO FEB 2022

DESIGNATION : BUSINESS DEVELOPMENT EXECUTIVE

- Achieving given target on daily basis.
- Needs and building productive long-lasting relationship.
- Evaluating customer needs.
- Travels to fields sites to collect and record data.

LUCKY ENTERPRISE JUNE 2016 TO MARCH 2020

DESIGNATION : SUPERVISOR

- Manage Event activities.
- Co-ordinating with clients.
- In charge of planning, organizing, and executing all types and sizes of events, like musical concerts, food festivals, and conventions.
- Meet with clients to assess their needs and determine the purpose of the event.
- Inspecting delivery sites to ascertain the appropriateness.

PERSONAL SKILLS:

- Supervision and coordination of task.
- Capable of handling multiple priorities.
- High motivated & self-starter.
- Positive attitude
- Problem solving skills.
- Communication and interpersonal skills.

COMPUTER PROFICIENCY:

- Well versed in MS Office application (Word, Power point & Excel)
- Windows Operating system (XP/Vista/W7)

PERSONAL DETAILS: -

Father Name	:	Shaikh Adil
Date of Birth	:	21-11-1996
Nationality	:	Indian
Gender	:	Male
Marital Status	:	Unmarried
Language	:	Hindi, English & Urdu
Known Hobbies	:	Watching Biography, Playing Cricket
Strength	:	Adaptability, positive attitude

DATE:

PLACE: MUMBAI

(SHAIKH RAHIL)