**RESUME **

**NAME :** SHIRAZ ROHINTON SODAWATERWALLA.

**DATE OF BIRTH :** April 23, 1979

**ADDRESS :** Room No.37, 3rd floor, Petit building,

Modi Street, Fort,

Mumbai 400 001 Maharashtra INDIA

**MOBILE :** (91) 98211 04197

**E. MAIL :** [shira1234@rediffmail.com](mailto:shira1234@rediffmail.com)

**EDUCATIONAL**

**QUALIFICATION :** HSC. Arts 1997

RUIA COLLEGE OF ARTS & SCIENCE

SSC. 1995

GODREJ HIGH SCHOOL

**PERSONAL STRENGTHS :** PUNCTUALITY, HARD WORKING, HELPFUL, TEAM

WORKER & ACCOMODATIVE

**WORK**

**EXPERIENCE : TOTAL 15 YEARS**

**Malaysia Airlines** (Andheri) ‘2001 to November 14, 2013

Receptionist Cum Telephone Operator

* Handling Incoming & Outgoing Call Flows
* Guiding Visitors to respective Departments
* Helping in other Departments as & when required.

**Zen & Art** (Nariman Point) ‘2000

Receptionist Cum Telephone Operator

**Adani Exports** ( Fort) ‘1999

Receptionist Cum Telephone Operator

**DST for CitiFinance** ( Santacruz) ‘1999

Tele Marketing Executive

Making calls from Data Base and arranging an appointment with

Field Sales Staff

**AD Agents** (Kalaghoda) ‘1998 (Space selling for Newspapers)

Tele Marketing Executive

Making calls from Data Base and arranging an appointment with

Field Sales Staff

**BANKIM DOSHI** (Fort) ‘1997 (Space selling for Newspapers)

Tele Marketing Executive

Making calls from Data Base and arranging an appointment with

Field Sales Staff

This is to certify that the above information is true and of current status.

Mumbai November 19, 2013 S/d.

(SHIRAZ R. SODAWATERWALLA)