

# Zahid Anwar

New Delhi, India 110055  
8851176783 zahidanwar5191@gmail.com

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## PROFESSIONAL SUMMARY

Talented Sales Assistant bringing enthusiasm and eagerness to learn new skills with retail sales. Focused on maximizing business success by capitalizing on sales and service opportunities. Outside sales specialist with strength in negotiations, e-commerce and customer service. Excellent interpersonal and time management skills.

## SKILLS

- Funds Reconciliation
- Primary Care
- Till Counting
- Brand Alignment Strategy

## PROFESSIONAL EXPERIENCE

### SALES EXECUTIVE

OFFICE BOY | 04/2023 to 04/2023  
New Delhi

- Monitored security to help maintain equipment, data and information safety.
- Reviewed files, records and other documents to obtain information to respond to requests.
- Purchased and maintained office supplies.
- Utilized office management software to record and track customer information.
- Completed clerical tasks such as filing, copying, and distributing mail.

## EDUCATION

Anglo Arbic School - Ajmari Gate | High School Diploma  
03/2023