

# MD Tausif Noor

## assistant manager

### Contact

18/1 PM Bustee 2<sup>nd</sup> Bye  
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### Education

MBA in marketing from  
International institute of  
management & sciences  
Kolkata 2014  
B.A in History from DB College  
2011

### Key Skills

Software management  
Team leader  
Computer literate  
Problem solving  
Decision making

### Objective

As an assistant manager, my primary objective is to support the functioning of business operations by managing staff, coordinating operations, and ensuring exceptional customer service. I aim to create a positive and productive work environment by communicating with team members, setting clear goals, and monitoring performance.

### Experience

April 2015 - Present  
Assistant Manager • Imperial Fragrances & Flavors Pvt Ltd

January - 2015  
Salesperson • Matrix Telecom

#### Responsibilities

Overseeing daily operations, managing staff, verify employee schedules and ensure new hires understand their roles and duties, ensures a safe, secure, and legal work environment. Develops personal growth opportunities

### Communication

Implemented new procedures and technologies that improved efficiency and streamlined operations.

### Leadership

Successfully led a team to exceed sales goals while maintaining excellent customer satisfaction scores.

### Achievements & Certificates

Champion in debate & quiz contests  
Certificate holder in MSME