

RESUME

Name : Syed Ahfaz s/o Syed Aejaz
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Address : Near APMC Market, Mankarna Plot, Akola – 444001



Objective-

Seeking a challenging opportunity where I will be able to utilize my organizational skills, co-ordinational skills, discipline, educational background and past experiences to come with the best possible outcome while making a continuous effort to grow personally and professionally.

Educational Background-

COURSE	YEAR	NAME OF INSTITUTE	UNIVERSITY/ BOARD	Marks Obtained
MBA (OPERATIONS)	2021- 2023	Lala Lajpatrai Institute of Management	Mumbai University	8.23 CGPA
BBA	2018- 2021	Vidya Bharati Mahavidyalaya, Amravati	SGBAU	7.47 CGPA
HSC	2016- 2018	L.R.T Collage of Commerce, Akola	Maharashtra State Board	86.77%
SSC	2016	Mount Carmel High School, Akola	Maharashtra State Board	90.8%

Work Experience-

Sales Executive – Marhaba Auto Mall, Akola, India

01/04/2019 – Present

- Interact with buyers and assist them in purchasing automobile and motorcycles.
- Convincing the customers to purchase the vehicles by explaining them the features and advantages.
- Preparing sale legal agreement and other related documents of sale made.
- Assuring the customers about the quality and price.
- Performing market analysis for analyzing which vehicles are demanded by the customers.

Production Supervisor – National Saw Mill, Akola, India

15/01/2018 – 31/03/2019

- Managing the workers at the Production Plant of wooden furniture.
- Maintaining inventory of finished goods and raw materials.
- Preparing salary sheet of workers.
- Preparing Purchase Orders.

Personal Information-

Date of Birth : 25th January 2000
Place of Birth : Akola, Maharashtra, India
Gender : Male
Nationality : Indian

Other Certificates-

- Certification Program in Banking Finance and Insurance by BAJAJ FINSERV LIMITED.
- Completed HR workshop under CPBFI by BAJAJ FINSERV LIMITED.

Additional Information-

Languages Known : English, Urdu, Hindi
Computer Knowledge : Certified and experienced in MS Office & Tally

Key Skills-

- Communication
- Negotiation
- Honesty
- Goal oriented
- Decision making
- Conflict resolving

Hobbies & Extra Curriculum-

- Swimming
- Driving & Exoring new places
- Reading

Declaration-

I, the undersigned hereby declare that the above given information is true to the best of my knowledge.

Date:---30/09/2023-----

Signature:-----