**CURRICULUM VITAE **

**IMRAN**

**IMRAN.226255@2freemail.com**

**Objective:**

Looking forward for a challenging career to use all my skills and to grow consistently along with the organization and to apply my knowledge and ability and prove myself by providing best services to the organization with hard work, dedication and expertise.

**Skill Set:**

* Operating System - Windows 98, 2000, XP.
* Technical Skills - Diploma in - Computer Application, Computer Hardware.

**Educational Qualification:**

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| --- | --- | --- | --- | --- |
| **Course** | **Institution** | **Board / University** | **Year** | **Percentage** |
| (B.B.A) | Mazharul Uloom College Ambur | Thiruvalluvar University  | 2006 | 57% |
| 2 P.U.C | M.U.H.Sec. School Ambur | State Board  | 2003 | 55% |
| 10th | A.O.A.H.Sec. School Ambur | State Board  | 2001 | 53% |

**Certification Course:**

Certificate course in Safety and Health for supervisory Personnel Working in Hazardous Process.

 Certificate course in Food Safety Principles & Public Health Establishments. (Jeddah).

**Working Experience:**

* **Working experience in Bin Dawood group, Danube as a Sales Staff in Jeddah since 12-12-2012 to 06-01-2015 in Kingdom of Saudi Arabia.**
* Working experience as a UNDER WRITTER for "SUTHERLAND GLOBAL SERVICE" from March 2012 to October 2012.
* Working in TAW Tanneries Pvt Ltd., (Exporter of Finished leather and shoe uppers) Since December 2009 to till date as 09-Feburary-2011 Stock Reports Analyser.
* Working experience as a CSR for "INDIA INFO LINE" from Apr*il* 2008 to September 2009.

Pitching calls to the customers making an appointment with them.

Process Related to (Life insurance)

**Job Responsibilities in Bin Dawood Group:**

* To promote all Major Brands including intercompany products.
* To Maintaining the inward & outward of stocks.
* To develop and execute a sales strategy that will result in new business (prospecting, sales calls, Live Demos and closing business).
* Attend and actively contribute to strategy, status, and follow-up meetings on the development
* Prioritize the work to ensure timely and accurate completion of all assignments

**Job Responsibilities in TAW Tanneries Pvt Ltd:**

Receiving order sheets from the Clients, then Processing it for production floor

As per the orders, materials to be arranged for production.

Daily updated about the production to the clients and manager.

Batch wise production reports and Article wise production reports to be generated, the same to be updated to the client.

Process updates daily from these sections Starting from shaving, dyeing, setting, vaccuming, Hooking, Toggling, Mollisa , Buffing, Crust, Auto spray , Drying, at last the packing is done,

**Competencies:**

* Positive Attitude
* Ability to work in a group, as well as individually.
* Eager to learn new things.

**Personal Information:**

Date of Birth – August, 27th 1985

Gender – Male

Nationality – Indian

Languages Known – English, Arabic, Hindi, Tamil, Malayalam and Urdu

**Declaration:**

I hereby declare that the details mentioned above are true to the best of my knowledge.

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