

***IRFAN PYARASAHEB RANA***

**Email: irfanrana82@gmail.com**

**Back- office/ Admin /Sales**

***Seeking assignments in Administration Service, Sales Profile with an organisation of repute***

**PROFESSIONAL SNAPSHOT**

I am well qualified with minimum 5.5 years rich experience in areas of Hard Core Sales with positive & result oriented attitude, self motivated and can handle multiple assignments under high pressure.

***Skill Summery***

* Handling office expenses and petty cash & its adjustments.
* Monthly Maintaining of records for Banks Reconciliation & statement Cheque & Cash Entry.
* Keep Record of Bank Related Issues & follow-up the issue till the end.
* Administered online banking statement view.
* Day to Day Customer met and there solved the problem.
* Keeping record of vendor payments & completing their registration activities.
* Co-ordinate with Team leader& manager whenever required.

**HR Work & Admin**

* Attendance Register Maintaining.

**Career Growth**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Organization** |  | **Designation** |  | **Duration** |  |  |
|  |  |  |  |  |  |  |  |
|  | Hindustan uniliver Ltd |  | Sales Executive(Detergent |  | July 2002 to Feb 2005 |  |  |
|  |  | & bath soap) |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  | Admin & Sales |  | Apr 2005 to Dec 2006 |  |  |
|  |  |  |  |  |  |
|  | Parle Product Ltd |  | Assistant(Biscuits & |  |  |  |  |
|  |  |  | confectionary) |  |  |  |  |
|  |  |  |  |  |  |  |
|  | Mahajan & Amar Doshi |  | Sales Executive FMCG |  | January 2007 to Feb 2015 |  |  |
|  |  |  |  |  |
|  |  | product |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  | **EDUCATIONAL ATTAINMENTS** | | |  |  |  |  |

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| --- | --- | --- |
| XII Pass | : GUJRAT STATE BOARD | |
| Area of Specialization | : Commerce | |
| Under Graduation Completed | : April 2001 | |
| SSLC | : GUJARAT STATE BOARD | |
| Area of Specialization | : State Syllabus | |
| Accomplishment of SSLC | : Oct 1998 | |
| **IT Exposure** |  |  |
|  Microsoft Office | : | Working knowledge of MS Office (word/excel/PP) . |
| **PERSONAL PARTICULARS** |  |  |
| Date of Birth | : | 10tH 0CT 1982 |
| Marital Status | : | Married |
| Languages Known | : | English, Hindi,gujarati |
| Date of Issue | : | 16/03/2006 |
| Expiry Date | : | 15/03/2016 |
| Visa Status | : | Visit Visa |
| Valid Up to | : | 28/03/2015 |

References

Date:- (Irfan Rana)