**Razi**

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**CAREER OBJECTIVES**

To be part of a reputable organization which provides a steady career growth along with job satisfaction, and challenges me to provide a valued contribution in the success of such an organization.

**PERSONAL PROFILE**

* Highly motivated graduate in **Business Management** with specialization in **Finance.**
* Punctual, reliable, detail oriented, multitasking, well organized and able to work on own initiative & as a part of a team.
* Excellent effective communication, presentation and organizational skills
* Motivated, proactive, self-starter with proved ability to use own initiative with "can do" attitude.
* **IT SKILLS:** MS Office and Accounting software – **Tally** (New Version)
* Excellent written and verbal communication & interpersonal skills
* **Languages: Hindi**, **Urdu, Kannada,** **English** (Fluent)
* Overall: **GPA – 3.3**

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**CAREER EXPERIENCE – EMPLOYMENT**

**2017 JAN – 2017 OCT**

**innocent handicrafts** – mysore, india

handicrafts office

Financial assistant

**DUTIES**

* **Preparation of financial documents and presentations** for the company**.**
* Research and Database for the company and its potential clients
* Giving information about the price quotations
* Record keeping and analyzing trends and weaknesses.
* Keep abreast of competitor activity and recommend any necessary tactical action.

**2016 JAN – 2017 JAN**

**Kaveri inc –** Mysore, India

Furniture and textile showroom

Sales

**Duties**

* Building and managing a vibrant, long-term network of relationships with individuals
* Identify and develop sources of potential clients
* Answering queries and keeping up to date with the company products and promotions
* **Effectively communicate with clients and customer service**
* Be able to demonstrate a full knowledge of all products, relevant selling points and benefits
* Be able to match appropriate products to clients’ requirements and responding to their queries.

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**educational Background**

**BACHELOR OF BUSINESS ADMINISTRATION in Finance**

MYSORE UNIVERSITY –INDIA

**GPA – 3.3**

2014– 2017

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**skills/strengths**

* Quick learner
* Exceptional communication, analytical and interpersonal skills
* Focused and punctual
* Knowledgeable and friendly

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**REFERENCE**on demand