

# MD. ASHRAF ALAM

At- Nasriganj,  
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## OBJECTIVE

Aim to work for a progressive organization in a growth oriented position that gives enough scope to sharpen my skill according to the latest demands, at the same time to work towards the growth of the Organization.

## Highlights

## WORK EXPERIENCE

- Currently working with Manappuram Finance Ltd. as *“Branch Head”* since September 2011.
  - Developing, implementing and maintaining a business plan for the branch.
  - Focusing on achieving customer acquisition, retention and cross sales.
  - Managing the daily activities of the branch.
  - Enforcing the company's policies, principles, and procedures.
  - Inspiring and motivating staff.
  - Communicating clear business messages to staff.
  - Responsible for dealing with complex and diverse managerial problem.
  - Coaching and developing staff to do more and better.
  
- Previously worked at distributor point of Tata Indicom as MIS from Jun 2009 to July 2011
  - Responsible for entire back office role
  - Responsible for customer service
  - Manage coordination with retailer and customer

## EDUCATIONAL BACKGROUND

**Bachelor of Arts (History Hons.), (2003-2006) with 54.73%**

VEER KUNWAR SINGH UNIVERSITY, ARRAH, BIHAR

**12th/Higer Secondary Certificate, (2001-2003) with 61.77%**

ANJABIT SINGH COLLEGE, BIKRAMGANJ, BIHAR

**10th/Senior Secondary Certificate, (2000-2001) with 58.85%**

HIGH SCHOOL NASRIGANJ, BIHAR

**Computer Proficiency:**

HOUNS. DIPLOMA IN COMPUTER SCIENCE.

(Fundamental, MS-Office, Internet, Foxpro etc )

**STRENGTH**

**Quick Learner, Hard Working, Determined and Good Communication Skills**

**HOBBIES AND INTERESTS**

Net surfing, Listening music, Travelling etc

**PERSONAL PROFILE**

DATE OF BIRTH – **March 15, 1985**

GENDER – **Male**

MARITAL STATUS - **Single**

LANGUAGES KNOWN – **English, Hindi and Urdu.**

FATHER'S NAME – **Md Ismail**

PERMANENT ADDRESS – **At- Nasriganj, Ward no. 13, Rohtas, Bihar(821310)**

**Md Ashraf Alam**