**Riyaz Ahmad Dar**

[riyaz.ahmad08423@gmail.com](mailto:riyaz.ahmad08423@gmail.com)

Address: M-24, Sector-66, Noida

**+91-9891793196**

**CAREER OBJECTIVE**

I look forward to a career that is characterized by continuous learning and diversity in the nature of work and has opportunities for growth and application of my skills.

**PROFESSIONAL EXPERIENCE**

1. **Tackyon IT Consulting .** ( Ist December,2013 to 1st September 2014)

Job Role:

* Maintaining Accounts
* Accounts Payable
* Accounts Receivable
* Invoice Generation (Performa Invoice, Quotation, PO, Invoice)
* Customer Handling
* Client meeting
* Content developing
* Event Organising
* After Sale service

1. **HDFC Life Ltd.**  (10 Months)(From February 2013 – December 2013)

**Designation: Financial Consultant(SDM)**

Job Role:

* Pitching and selling financial products to existing and new customers.
* Cross selling of financial products.
* Portfolio analysis of customers.
* After sales service.
* Acquiring new clients by approaching walk in customers.
* Customer handling and resolving queries.

**Achievements:**

* Top performer in Gurgaon 1 cluster.
* Promoted within 4 months, on the basis of performance, to a higher category branch(Global Business Park).
* Recognition and appraisal by Territory Manager.

1. **Rural Development Department.**  (2 Years - January 2006-December2007)

Job Role:

* Providing Job to rural people on priority basis.
* Supervision of work allotted to workers.
* Providing awareness among people about new schemes started by GOI.
* Coordination with different self help groups and provide them financial assistance.

**ACADEMIC TRANSITION**

1. 3 Months Course on SAP ( FICO)
2. Knowledge of AP/AR and Reconciliation in SAP
3. Attend 5 Day Training cum Orientation programe at IIM Ahmadabd

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Year of Passing** | **Qualification** | **School/University** | **Special Subjects** | **Grade/CGPA** |
| 2011-2013 | PGDM | Unitedworld School of Business, Ahmedabad | Major-Finance  Minor- Marketing | 7.12/9 |
| 2010 | BBA | Kashmir University | Management | 64% |
| 2005 | XII | Government Higher Secondary School Chandilora Tangmarg (JKBOSE) | Science | 60.1% |
| 2003 | X | Hanfia Model High School Baramulla (JKBOSE) | Science | 63% |

**SUMMER INTERNSHIP:** Edelweiss Capital Limited

PROJECT TITLE: Understanding the current scenario in equity market. 02 Months in 2012

**Interned from Edelweiss Capital Limited as a Business analyst complying the following**

* Analysis of customer stock buying option.
* Understanding the market penetration of equity in NCR Region
* Preparing portfolio of customers
* Development of methodology to understand customer need, preference and requirement. Committed follow up with existing and new customers.
* Planning a marketing promotion event for Edelweiss at strategic locations.
* Part of the team that helped increase ESOP among net worth customers.

**ACADEMIC ACHIEVEMENTS**

* Awarded Scholarship by School Administration for performing well in Board exams.
* Participated in National Business Olympiad (Business Simulation Game) at city level and India level at IIM, Ahmedabad.

**EXTRA CURRICULAR ACTIVITIES**

* Participated and won many competitions in snow skiing at Regional and State level.
* An active member of AOL (Art of living) and have done many social and cultural activities related to it.
* Coordinator of Communications Club in my college and in the University.

**PERSONAL DETAILS**

* Father’s Name : Mr. Abdul Rashid Dar
* Permanent Address : Druroo Tangmarg District Baramulla Jammu & Kashmir
* Date of Birth : 13-10-1988