**MOHAMMAD UZAIR JASNAK**

C/105, BAITUL NASAR CO. HSG. SOC., SHAKAR MOHALLA, NALLASOPARA (WEST), 401203.

Mobile: 8149740482 | E-mail: jasnakuzair@gmail.com

**OBJECTIVE**

Assignments in Business Development, Retail Operations Networking Including Sales & Marketing, Merchandising, Operations with Dynamic, Growth-Oriented Organizations in IT Industry, Intend to Build a Career with Leading Corporate of Hi-Tech Environment with Committed & Dedicated People.

**PROFILE**

**Father’s Name** : Imtiyaz Jasnak **Home Town** : Mumbai

**Date of Birth** : 17-06-1993 **Marital Status** : Single

**Gender** : Male **Languages Known** : English, Hindi.

**Nationality** : Indian

**QUALIFICATION**

**T.Y.B.Com ⦁ (FIRST SEM.) ⦁ October 2013.**

Passed with First Class – 73%.

**T.Y.B.Com ⦁ (FINAL SEM.) ⦁ March 2014.**

Passed with First Class – 61%.

**H.S.C (Maharashtra Board) ⦁ February 2012.**

Passed with First Class – 69%.

**S.S.C (Maharashtra Board) ⦁ March 2009.**

Passed with First Class – 66%.

**COMPUTER PROFICIENCY**

|  |  |
| --- | --- |
| **Course Name** | **Topics Covered** |
| Entry level courses | MS Word, Excel, Access, PowerPoint. |

**WORK EXPERIENCE**

**2012 : Western Enterprises, Station Road, Nallasopara West.**

**:** **Designation** – Worked as an Office Administrator in M/S Western

Enterprises From 25th April 2012 to Till Date.

**:** **Responsibility** – Maintaining all the Track Records of the Company.

Maintaining all the Stocks of the Company.

Generating the Sales Report.

Handling the Team of Sales Management located in Various Centers.

Distributing the work to the Sales Team.

Retriving the Data from the Sales Team.

Maintaining all the Cash Record of the Company.

Handling Petty Cash & Cash Expenses & Update on a System on a Daily Basis.

Maintaining Collection Record from the Sales Man.

Marketing of Pharmaceutical, Ayurvedic & FMGC Product on a Located Market & On a Various Centers.

**2010 : Smart Technologies, Nallasopara West.**

: **Designation -** Sales Executive.

: **Responsibility -** Handling complete range of IT Products.

Desktop & Laptop, Different Type of Digital Cameras, different type of Printers, and Related Accessories.

Providing Excellent Customer Service.

**DECLARATION**

I Hear By Declare That All The Details Furnished Above Are TRUE To The Best Of My Knowledge & Belief.

**Name** : Uzair Jasnak

**Place** : Mumbai

**Date** :