**Curriculum Vitae**

***SARFRAZ AHMAD QURESHI***

**D-81,3rd Floor,**

**Sewak Park, Uttam Nagar Phone: +919891186794**

**New Delhi– 110059 Email:** [sarfaraz.khushi@gmail.com](mailto:sarfaraz.khushi@gmail.com)

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| **Objective** |

To utilize the opportunities of working with a reputed and progressive organization, where I can enhance my professional skill and strength in conjunction with the Company’s goal and objectives and face new challenges.

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| **Professional Qualification** |

* One month Training of Business Corresponding & Business facilitator (Banking) successfully completed from **Oxford Institute** Rajouri Garden, New Delhi organized by Finance Ministry.
* Insurance Regulatory and Development Authority (Licensing of Insurance Agents) Regulations, 2000. Insurance Regulatory and Development Authority, Hyderabad **LICENCE NO: 8369827687.** Licence to act as an Insurance Agent under part-2 of The Insurance ACT, 1938(4 of 1938)

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| **Academic Qualification** |

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| **Qualification** | **Institution/University** | **Subjects** | **Year of Passing** |
| B.Com (Finance) | Govt. Hamidia Art & Commerce College, Bhopal (Barkatullah University) | Income & Indirect Tax, Management Accounting, Auditing, Financial Management & Market Operations | June 2006 |
| XII | Kulpahar Christian School, (C.B.S.E Board) | English, Hindi, Math, Account & Business Study | May 2003 |
| X | Kulpahar Christian School, (C.B.S.E Board) | English, Hindi, Math  Science & Social Science | June 2001 |

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| **Professional Experience** |

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| **Prrsaar Commodities Pvt. Ltd, New Delhi**  Financial Planner (Jul 2009 to till date) | \*Looking after the Share transfer of Client Companies.  \* Preparing the Annual Return and Directors Report of client Companies.  **\*** Preparing the Compliance Certificate of Companies where it is needed.  \* Getting Master Data Correction done for the client Companies.  \* Preparation of search and status report.  \*Preparation of Multi financing report.  \* Worked in Takeover and related matters. |
| **Aegis BPO Services Ltd, Gurgaon**  Customer Care Executive (Aug 2008 to Jul 2009) | \* Solve the all Queries, Complaints & Required of Customers on phone.  \* Inbound Process of Airtel. |

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| **Trainings Attended** |

* 15 days training of **General Insurance** organized by Max Life Insurance.
* One month DOEAC CCC Programme organized by **NIELIT**(National Institute of Electronics and Information Technology).
* One Month Training of **Business Corresponding & Business facilitator (Banking)** by Ministry of Fin held at Oxford, New Delhi.
* Diploma in Computer Hardware & Networking from **A-SET** New Delhi.

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| **Personal Details** |

Date of Birth : 25 April, 1985

Father’s Name : Late Mohd. Ilyas Qureshi

Nationality : Indian

Marital Status : Married

Hobbies & Interest : Playing Badminton, Listening to music

Permanent Address : Flat No-C3, D-81, Sewak Park, Uttam Nagar, New Delhi-110059

Email : sarfaraz.khushi@gmail.com

Present CTC : 3.00 lac P.A

Notice Period : 15 days (Negotiable)

Date:

Place: (Sarfraz Ahmad Qureshi)