CURRICULAM VITAE

# Mohammad Vakif

**Career Mission: -**

Seeking innovative and challenging career in professionally managed and dynamic business organization, which provide opportunities for development and responsibilities to contribute towards organization.

#### Work Experience

* Currently working as a **‘Sr. Sales Executive’** with “**Amin Automobiles**” From Jan’14 to till date.

**Job Profile:-**

* Managing walking customer inquiry of showroom.
* Follow up on telephone with Customer for documentation till closure of inquiry.
* Customer visit under DSS program.
* Making daily report for Inquiry, Application, Payment and Delivery.
* Availability and requirement for vehicle stock co-ordination with HO staff.
* Handling branch in absence of Showroom Manager.
* Workedas a **‘Office assistant’** with “**Green Ray international ltd**” From Mar’2012 to Dec’2014.

**Job Profile:-**

* Stock maintenance of Silver and Gold Coins.
* Making daily Summary of stock incoming and outgoing.
* Daily reporting to Head office on mail.
* Data maintenance of customer through Company software (GRMS).
* Customer query resolution if any.

**EDUCATIONAL QUALIFICATION**

**🟓** Graduation : B.com from Gujarat University with 58.90%

**🟓** 12th : G.H.S.E.B Ahmedabad with 65.26%

**🟓** 10th Standard : G.S.E.B Ahmedabad with 62.74%

**TECHNICAL QUALIFICATION**

* One year Diploma In Computer Education (MS Office, Tally 9.0, Tally 7.2, DTP)

**PERSONAL PARTICULARS**

**🟓** Permanent Address : 755/1, Pirkutub Masjid compound,

NR.Torrent Power House, Shahpur Ahmedabad -380001

**🟓** Father's Name : Mohammad Yakub

**🟓** Gender : Male

**🟓** Date of Birth : 27th April 1995

🟓 Marital Status : Unmarried

🟓 Nationality : Indian

🟓 Languages known : Hindi, English & Gujarati

* Contact No. : 7878318216
* Email ID : [vakifkumbhar0350@gmail.com](http://my.monsterindia.com/view_resume.html?mode=edit&sucUpdate=1)

##### Ref. 1. – Pradip Singh Tadiyal (Credit & Sales Manager)

Bajaj Finance Ltd-+91-7350681104

##### Ref 2.- Hitesh Patel (Showroom Manager)

Amin Automobiles-+91-9879204150

**Date:- (Mohammad Vakif)**