

TafazulNazir

CONTACT

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OBJECTIVE

To secure a position with a stable and profitable organization, where I can be a member of a team and utilize my work experience and academic skills to the fullest.

WORK EXPERIENCE

- **Adville** – 3D Signboards & Modular Grills manufacturers (Srinagar)

Business Development Executive: Jan2019 – Oct2021

- Responsible for hiring, training, and management of field personnel, and deployment of equipment to both offshore and land operations.
- Forecast sales and define weekly budgets to ensure managers are equipped to optimize the operational and financial performance.
- Cooperation with employees on a day-to-day basis, efficiently facilitate productivity as the member of the group.
- Perform monthly compliance audits to guarantee proper service completion.

- **WWICS**—World Wide Immigration Consultancy Service (Mohali)

Operation Executive: Dec2021 – Feb2022

- Responsible for entire visa processing for Canada Immigration.
- Screening and verifying the documents of the clients based on the category of Visa.
- Interacting with clients to solve their queries related to the process.
- Taking follow-up from the clients by calling them and reverting by emails.
- Updating the clients regarding any changes in the Visa process.
- Supervise the completion of all relevant visa and immigration documents and ensure that they are received within the time limit.
- Processing Applications and fulfilling requirement on behalf of clients.

- **International Car Accessories**— Car accessories store (Srinagar)

Business Development Manager: Mar2022 – Sep2022

- Ensure all necessary parts are stocked.
- Determine replacement parts required, according to inspections of old parts, customer requests, or customers descriptions of malfunctions.
- Contact new and existing customers to discuss needs.
- Responsibility for Sales, Planning and Projection of parts.
- Goal Setting for Coverage and Market Share.
- Taking Network Development and Business Development Initiatives.

- **JK Auto Mart**— Auto Technical Solution (Srinagar)

Territory Sales Manager: Oct2022 – Present

- Create and execute a territory sales plan that meets or exceeds established sales quotas and supports Company revenue and profit targets.
- Meet regularly with existing customers and prospects in sales territory to understand their evolving business needs and position product solutions to meet surfaced needs
- Build long-term, productive, and mutually beneficial relationships with existing and new customers
- Maintain consistent communication and timely follow-up with customers and prospects and be available and responsive to customer's real-time needs.
- Complete sales activity reports and presentations in a timely manner.

ACADEMIC DETAILS

▪ **AdvanTech Computer Education**

Diploma in Computer Software and Application (6months), 73%, Dec2018

▪ **Punjabi University Patiala**

M.B.A. (IC) 5yr, (specialization: Finance & Marketing) 71%, June2018

▪ **Tyndale Biscoe School**

12th, 63%, 2012

▪ **Tyndale Biscoe School**

10th, 82%, 2010

PROJECT DETAILS

- **Financing by J&K Bank to Small Scale Industries**

Role of J&K Bank in the upliftment of S.S.I. by providing various finance facilities

Period: 90 days

Team Size: 1

Year: Jan2016

SKILLS

- Excellent Communication Skills
- 45 WPM Typing Speed
- Proficiency in English Language
- Well versed with Ms. Office
- Time Management

STRENGTH

- Negotiation and Persuasion
- Commercial Awareness
- Team Work
- Welcome new Challenges
- Leadership and Planning

PERSONAL DETAIL

- Father's Name : Nazir Ahmad Dar
- D.O.B. : 24TH Nov 1994
- Languages : English, Hindi, Urdu and Kashmiri
- Gender : Male
- Marital Status : Single
- Nationality : Indian
- Passport no. : S5602809

DECLARATION

I hereby declare that the above mentioned details are true to the best of my knowledge.