**CURRICULUM-VITAE**

**Parvez Iqbal Khan E-mail ID**

S/o Mr. M. A. Khan parvez.khan107@gmail.com

A 17/61, Pathani Tola

Varanasi Pin-221002 India**Mobile:9415600969, 9984184111**

**Academic Qualifications:**

* Did Graduation in Sociology (Hons) from Banaras Hindu University, varanasi.
* Did Senior Secondary School from U.P. Board with second division.
* Did Higher Secondary School from U.P. Board with second division.

**Professional Qualifications:**

* Did Certificate Course in Office Automation from KITE Computer, Varanasi.
* Did a CFA course from KITE Computer, Varanasi.

**Work Experience:**

**Company :** Varanasi Motors (P) Ltd

Authorised Dealer Maruti Suzuki India Ltd.

G.T. Road, Andhrapul, Varanasi.

**Duration : 1st** Aug. 2021 to 30th Apr. 2022 .

**Designation :** Insurance Manager & BSC Coordinator

**Company Profile :** Varanasi Motors Private Ltd (Authorized

DealerMaruti Suzuki India Ltd)

**Duties & Responsibilities :** Checking Mails and Replying them..

: Daily Meeting for Planning with Insurance Team

**:** Able to control Insurance Team.

**:** Monthly Briefing Schemes to Insurance

Executive.

**:** Managing Data and making plan of calling.

**:** Target Achievement.

**:** Monthly Meeting with HODs on BSC performance.

**Company :** Varanasi Motors (P) Ltd

Authorised Dealer Maruti Suzuki India Ltd.

Lahartara, DLW Road, Varanasi.

**Duration : 1st** Apr. 2019 to Till July 2021.

**Designation :** Sales Manager & BSC Coordinator.

**Company Profile :** Varanasi Motors Private Ltd (Authorized

DealerMaruti Suzuki India Ltd)

**Duties & Responsibilities :** Checking Mails and Replying them..

: Daily Meeting for Retail Planning with Sales Team

**:** Able to control Sales Team.

**:** Monthly Briefing Schemes to Sales Executive.

**:** Managing Vehicles and making plan of ordering.

**:** Target Achievement.

**:** Monthly Meeting with HODs on BSC performance.

**Company :** Varanasi Motors (P) Ltd

Authorised Dealer Maruti Suzuki India Ltd.

G.T. Road, Andhrapul, Varanasi.

**Duration : 1st** Sep. 2016 to 31st Mar. 2019 .

**Designation :** Insurance Manager & BSC Coordinator

**Company Profile :** Varanasi Motors Private Ltd (Authorized

DealerMaruti Suzuki India Ltd)

**Duties & Responsibilities :** Checking Mails and Replying them..

: Daily Meeting for Planning with Insurance Team

**:** Able to control Insurance Team.

**:** Monthly Briefing Schemes to Insurance

Executive.

**:** Managing Data and making plan of calling.

**:** Target Achievement.

**:** Monthly Meeting with HODs on BSC performance.

**Company :** Rajendra Toyota

Authorised Dealer Toyota Kirloskar Motor.

G.T. Road, Hardattpur, Rohania, Varanasi.

**Duration :** Nov. 2015 to 31st Aug. 2016

**Designation :** Team Leader

**Company Profile :** Rajendra Toyota (Authorized Dealer  Toyota Kirloskar Motor)

**Duties & Responsibilities :** Target Setting & Distributing to Sales Officers

**:** Checking Mails and Replying them..

: Daily Meeting for Retail Planning with Sales Team

**:** Able to control Sales Team.

**:** Monthly Briefing Schemes to Sales Executive.

**:** Managing Vehicles and making plan of ordering.

**:** Target Achievement.

**Company :** Varanasi Motors (P) Ltd

Authorised Dealer Maruti Suzuki India Ltd. G.T. Road, Andhrapul, Varanasi.

**Duration : 1st** Nov. 2014 to 31st Mar. 2015 .

**Designation :** Sales Manager

**Company Profile :** Varanasi Motors Private Ltd (Authorized

DealerMaruti Suzuki India Ltd)

**Duties & Responsibilities :** Checking Mails and Replying them..

: Daily Meeting for Retail Planning with Sales Team

**:** Able to control Sales Team.

**:** Monthly Briefing Schemes to Sales Executive.

**:** Managing Vehicles and making plan of ordering.

**:** Target Achievement.

**Company :** Varanasi Motors (P) Ltd

Authorised Dealer Maruti Suzuki India Ltd.

G.T. Road, Andhrapul, Varanasi.

**Duration :** Mar. 2004 to Oct 2014.

**Designation :** Insurance / EDP Manager

**Company Profile :** Varanasi Motors Private Ltd (Authorized

Dealer Maruti Suzuki India Ltd)

**Duties & Responsibilities :** Checking Mails and Replying them..

: Managing Operations

**:** Able to control Insurance team.

**:** Daily Briefing to Insurance Executive.

**:** Managing Insurance and Marketing Policies.

**:** Target Achievement.

**Company :** Nizam’s Restaurant.

Lajpat Nagar, New Delhi

**Duration :** Jul. 2002 to Nov. 2003.

**Designation :** Office Assistant & computer Operator.

**Company Profile :** This company is involved in the production

Of Food.

**Duties and Responsibilities :** Managing day to office work.

**:** Arrangement of hall.

**:** Replying e-mail to all-important clients.

**Personal Information**

**Father's Name                   :** Mr. Mohd. Aqbal Khan

**Permanent Address :** A 17/1-X-1A-M, Pathani Tola

Varanasi Pin-221001 India

**Born on/Sex :** 3rd Dec. 1978/Male

**Marital Status :** Married

**Language Assets :** Hindi, English, Urdu.

**Personality Assets :** Hard work, Faithfulness, Determination, Well behaved, Highly motivated for work, soft spoken.

**Extra Curricular Activities:** Social Work up to full strength.

Active participation in cultural programs.

**Referees :** On Request.

***Date:27/02/2015 (Parvez Iqbal khan)***