

► Salman Razvi

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Summary Of Qualifications

- Implemented Accounting software/ERP across GCC in many organisations like Petroleum Company, Scaffolding Company, Furniture, Medical Equipment, Construction, Food Stuff Company, Kitchen Manufacturing Company, Air-conditioning Company, etc.
- Implemented ERP software across India in many organisations like Beverages, Retail sales with 160 outlets across south India, Healthcare Industries, Education Society, etc.
- Implemented software Essential Oils – Warehouse Management, MRP, etc.
- Started my career as Sales Consultant and presently promoted to the position of Asst. vice President.
- Analysed diverse markets and developed relevant promotional, public relations, and e-market capabilities to strengthen the presence of the organisation in various Markets
- Conducted market research and customer satisfaction surveys to identify new product trends and opportunities.
- Personally managed recruitment process, hired, trained and worked with new recruits. All my recruits are working on a higher positions in the organisation.
- Directed activities related to administration of client agreements, payment records and collection, and oversaw assigned personnel.
- Effectively employ proactive management and problem resolution techniques.
- Instituted new employee orientation program to improve employee performance and to decrease the attrition rate for new associates.

Relevant Experience

Assistant Vice President

- Performed all assigned duties with full devotion and earned a lot of experience.
- Directed, planned, and implemented policies and objectives of organization and business in accordance with charter and board of directors
- Directed activities of organization to plan procedures, establish responsibilities, and coordinate functions among departments and patron sites
- Analysed operations to evaluate performance of company and staff and to determine areas of cost reduction and program improvement
- Conferred with board members, organization officials, and staff members to establish policies and formulate plans
- Reviewed financial statements and sales and activity reports to ensure that organization's objectives were achieved
- Directed and coordinated activities of implementation of ERP on various patron sites
- Directed technical training of staff
- Administered sales process, evaluated requirements of the patrons, mapped best possible ERP solution as per the requirements.
- Screened, selected, hired, transferred, and discharged employees
- Promoted objectives of institution and business before associations, public, government agencies, and community groups
- Negotiated and approved contracts with customers and distributors, and with hardware vendors
- Prepared reports and budgets
- Directed non-merchandising departments of business, such as advertising, purchasing, credit, and accounting
- Directed and coordinated activities of business and department concerned with software development, pricing, sales, and distribution of products

Employment History

Marketing Manager – NIIT July 1994 to July 1995

Branch Manager – DARTMAIL – July 1995 to August 1995

Sales Executive – Focus Softnet Pvt. Ltd. Hyderabad – Sept 1995- August 1996

Sales Executive – Focus Softnet (Dealer) Dubai – Sept 1996 – Sept 1997

IT Executive – Fahad Tarding (Qatar) Jan 1998 – April 1999

Team Lead – Focus Softnet Hyderabad – April 1999 to April 2000

Sales Consultant – Focus Softnet Pvt Ltd. Riyadh, KSA – 2000 to 2001

Branch Manager – Focus Softnet Pvt Ltd. Dammam, KSA – 2002 to 2004

Regional Manager - Focus Softnet Pvt Ltd. Dammam, KSA – 2005 to 2006

Country Head Technical KSA - Focus Softnet Pvt Ltd. Dammam, KSA – 2007 to 2008

Assistant Vice President Technical - Focus Softnet Pvt Ltd. Dammam, KSA – 2008 to April 09

Assistant Vice President Operations – Focus Softnet Pvt Ltd. Bangalore, India – May 2009 to April 2014

Assistant Vice President Technical – Focus Softnet Pvt Ltd. Hyderabad, India – May 2014 to April 2015

Assistant Vice President Operations – Focus Softnet Pvt Ltd. Pune, India – May 2015 to April 2016

Assistant Vice President Technical – Focus Softnet Pvt Ltd. Based in Hyderabad, working for Canada branch, – May 2016 to May 2017

Assistant Vice President Technical – Focus Softnet Pvt Ltd. Based in Hyderabad, working for Enterprise Back Office division – June 2017 till present

Relevant Skills

- Communication skills
- Quick Learning Skills
- Managing, Organizing & Leading Skills
- Computer Skills
- Confident & Efficient
- Able to Follow Instructions
- Problem Solving skills
- Decision Making Skills
- Result Oriented
- Highly Motivated
- Adaptability
- Team Player

Travel History

Dubai – Resident Visa; Qatar – Resident Visa; KSA – Visit Visa; Bahrain; Malaysia; Macau; Hong Kong; Turkey; Schengen Visa: Switzerland; France; United Kingdom; Egypt; Greece; Italy; Spain

Educational Background

HSC 1992 - Maharashtra state Board of Secondary and Higher Secondary Education.

B Com Doctor Babasaheb Ambedkar University – Aurangabad

CPIS 1992 – Aptech Computer Education. – Diploma in Computers

References

Available upon request