**GHULAM JILANI**

Present Address: Permanent Address:

Bohita House, Manowwar Nagar At & Post- Haldi Khora

Insan School Road, Via-Sontha

Kishanganj, Dist-Kishanganj

Bihar- 855107 Bihar-855115

**E-mail: ghulamjilani.mba@gmail.com, Phone: 09891447337**

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Suitable Assignments in Operations / Sales & Marketing / IT System Administration / Network Administration / Technical Support/Program Management with a high technology oriented organization.

**Professional Strengths Include**

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| --- | --- | --- |
| Sales & Marketing | E-Governance | Financial Inclusion |
| Operation Management | Team Management | Vendor Management |
| Project Execution & Management | Process Improvement | Resource Management |
| Inventory Management | Sales & Marketing | MS Excel & Word proficiency |
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**Education Qualification  
High School (1995) from B.S.E.B Patna   
 Intermediate (1997) from B.I.E.C Patna**

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**Professional Qualification  
Bachelor of Science in Information Technology (2001-2004) from Sikkim Manipal University, Delhi**

**MBA (Information Technology, 2010-2012) from Sikkim Manipal University, Delhi**

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**Professional Experience**

**Employment History:-**

**Feb 2017 to till Date**

**Self Business named as SAJ FOOD PRODUCTS, FMCG Supplier at Kishanganj**

**(Worked as Agencies/Distributor for Parle Agro, Perfetti van Melle, Dharampal Premchand etc.)**

**June 2016 to Dec 2016  
Senior Sales Manager, Bajaj Allianz life insurance company ltd. Kishanganj Branch**

**Mar 2014- to May 2016   
Manager Marketing, Alephtech Infrastructure Pvt. Ltd, New Delhi**

**Jan 2013- Feb 2014   
 Asst. Project Manager, Virgo Softech Ltd, New Delhi**

**Jul 2011- Dec 2012   
 District Coordinator, Virgo Softech Ltd., New Delhi**

**April 2008 to June 2011   
Senior Supervisor, Virgo Softech Ltd., New Delhi**

**Jun 2004 to March 2008   
Supervisor, Virgo Softech Ltd., New Delhi**

**Projects Undertaken:-**

* **VRC** (Vehicle Registration Certificate (SCOSTA Based) **Project, Govt. of NCT of Delhi.**
* **DL** (Driving License) **Project, Govt. of NCT of Delhi.**
* **VRC** (Vehicle Registration Certificate (SCOSTA Based) **Project, Govt. of Maharashtra.**
* **DSSSB Project**: (Biometric Attendance System), **Govt. of NCT of Delhi.**
* **Scanning & Digitization Project, Delhi High Court, Delhi.**
* **UIDAI Project:** (AADHAAR Card), **Govt. of Haryana & Delhi.**

**Work History:**

* A progressive thinker and multitalented professional having 2 years rich experience as a marketing manager.
* Exceptional in implementing marketing laws to the practical thing.
* Expert in developing marketing programs for a variety of business-to-business clients.
* Proven ability to build new business relationships and new territories.
* Experience in developing business opportunities within existing client bases.

**VRC (Vehicle Registration Certificate/Driving License) Project:**

* Responsible for coordination and oversight of all operational and technology functions.
* Responsible for monitoring of all computer Hardware and Software related issues including installation of the software, maintenance of database and generation of daily status report , revenue reports.
* Hired and trained new employees for different projects & different locations.
* Coordinate different people or teams to realize the task assigned.
* Prepared weekly project status reports for management.
* Making Daily and Monthly summaries (Smartcard printing, Smartcard delivery etc.) of services provided by Virgo in Zonal Transport Authorities.
* Supervision of a group of employee in a Transport Department ( client site)
* Staff Attendance assessment & administration.
* Job assignment to the appropriate staff as per requirement and Monitoring & performance Evaluation.
* Keeping Inventory of the Smart Card & Control of general consumables.
* Physical files management of Reports, Delivery Challan and Office communication.

**UIDAI (Aadhaar) Project:-**

* Responsible for smooth running of all Enrollment Camp located at a district.
* Direction for more than hundreds of working personnel, coordination with the government official.
* Interactions with the lay persons of the villages to whom these privileges are to be provided.
* Day to day analysis and directing of project to get maximum profitability.
* Preparation of Daily MIS of the enrollment of the BPL in the district.
* Handling technical and Operational problems through coordination.

**Scanning & Digitization Project:-**

* Imparting of adequate training to the staff of this Court for (1) archival (Scanning and storing) (2) retrieval and printing and preparation on instruction manual.
* Indexing the stored digitized data.
* Digitization and Storing the Data in digitized form with mirroring facility and one additional back-up on hard disk drive besides transfer of the data to Delhi High Court.

**Key Skills:**

* Capable to work under pressure.
* Manage marketing plan to achieve the target.
* Assign the target to the sales team.
* Supervise the daily work of sales team.
* Manage the communication with accounts department for daily incomings of money.
* Motivate the junior staff in regular basis.
* Able to solve problems easily.
* Self motivated, enthusiastic and a proven leader.

**Personal Details:**

Father’s Name                    Sh. Rahimuddin

Date of birth 15th Sept. 1979

Sex                                   Male

Nationality                         Indian

Marital Status                    Married

Hobbies                            Traveling, Listening Music, Making good

Friends

I hereby verify that the above information is true and correct to the best of my knowledge and belief.

**Place: - Kishanganj**

**Date: - \_\_\_\_\_\_\_\_\_\_**

**(Ghulam Jilani)**

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