

CURRICULUM VITAE

Name: Shahrukh khan
Mobile: +919690554489
E-mail: Shairazkhan92@gmail.com
Address: Ward No.8, Kichha,
Dist. U.S. Nagar, Uttarakhand Pin code-
263148



CAREER OBJECTIVE

- **TO WORK ALL A CHALLENGING POSITION IN AN ORGANIZATION WHERE I CAN BRING MY SKILL AND STRENGTH IN CONJUNCTION WITH THE OPPORTUNITIES AND COMMENSURATE TO THE ORGANIZATIONS GOAL AND OBJECTIVES**

EDUCATIONAL QUALIFICATION

- BA Graduated from Kumaun University, Nainital. In year of 2016
- Senior Secondary From N.I.O.S Board in Year 2011
- High school from Uttarakhand Board in year 2007.

PROFESSIONAL QUALIFICATION

- **DIPLOMA IN BASIC COMPUTER.**
- **FULL KNOWLEDGE OF INTERNET**

WORKING EXPERIENCE

- 2 Years Experience in Shri Sai Sales kichha (WD of ITC) As a **Sales Executive** .

COMPUTER SKILLS

- **MS- WORD**
- **MS- EXCEL**
- **CREATE PRESENTATION**

- ### **Responsibilities**

- Develop new sample for client.
- Follow up for payment.
- Getting order through buying house and export house
- Goals set for centres month on month, maintaining relationship with target customers, customer service, ensuring high rate of return on investment, sales support and sales.
- Maintain good relation with client.
- Maintaining AD stock as per norms, Document collection, Provide daily updated data to AD., Promoting the Brands & Encouraging the Sales through various Promotional Activities (CBYs, Van Activity etc.), Establishing a healthy relationship with retailers, Effectively handled the Retailers Claim Settlement, Promoting Sales through Visibility in my area.
- Operating Internet, Updating all records and documents (Hard copy as well as Soft copy), Purchasing and maintaining stocks, Data Entry, Updating accounts, Compiling MIS reports, Networking with different stake Holders and organization.
- Proper execution of order and dispatch it on time.

- Responsible for assigned sales targets (monthly, quarterly and annually).

PERSONAL PROFILE

Father's Name	:	Mr. Riyaz Khan
Date of Birth	:	19-10-1992
Language Known	:	English, Hindi & Urdu
Nationality	:	Indian

DECLARATION:-

I HAVE BY DECLARED THAT THE ABOVE MENTIONED FACTS ARE TRUE TO THE BEST OF MY KNOWLEDGE. I ASSURE MY SINCERITY AND HARD WORK IF GIVEN A CHANCE TO WORK IN YOUR ORGANIZATION.

DATE

PLACE

(Shahrukh
khan)