

Resume

RIZWAN RAZA

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call/watsap /9756641468

OBJECTIVE: Looking for the opportunity my seeking a quality environment where my knowledge can be enhanced and enriched professional skill.

EXPERIENCE:

Current...

HEAD OF PCC

Hindi Daily **AMAR BHARTI** News Paper at Moradabad edition 07 Nov. 2020 to continue

Responsibility

Approach to potential news reader and making regular subscriber

Circulation activity of news paper and development

Organized a social and economical debate

Administration, banking, accounting

BRANCH MANAGER.

Lokhit bharti credit cooperative society ltd., Bareilly (Uttar Pradesh. India) from 1st April 2018 to DEC 2019

Key responsibility

Directing all operation aspect including distribution customer service administration and sales in accordance with the organization objective s development and motivation for branch personnel support to audit and inspection .

- Reporting to Regional Manager/General Manager operation
- Motivational orientation for staff and sales executive

REGIONAL MANAGERkulak agro cooperative society limited, Bareilly territory(Uttar Pradesh India) 1st November 2015 to March 30th 2016

Key responsibility

Develop project work plan, staffing and recruit or assign regional project personnel. Manage working knowledge of customer needs and contracts

Requirements resources required and deliverable/ Follow program management principles to plan and execute team activities/ Report to corporate office on financial performance onetime/Ensure completion of paper work from each region and audit control in time. Seek new business opportunities and coordinate with top authority. Ensure documentation of employment action as per employment law and company policies

TERRITORY MANGER (KMJ INDIA LTD., BAREILY (Uttar Pradesh. India) APRIL 2009 TO 30TH OCTOBER 2014

key responsibilities

Develop project work plan and staffing & recruit or assign regional project personnel
Manage working knowledge of customer needs and contracts. Requirements resources required and deliverable/ Follow program management principles to plan and execute team activities/ Report to corporate office on financial performance onetime/Ensure completion of paper work from each region and audit control in time .

Seek new business opportunities and coordinate with top authority

Ensure documentation of employment action as per employment law and company policies

CSC INCHARGE (BRANCH MANGER... PACL INDIA LTD AT HALDWANI (U.K) FROM MAY 2007 TO APRIL 2009

Key responsibilities Directing all operation aspect including distribution customer service

- Transparency & satisfaction of paper work
- Reporting to Regional Manager/General Manager operation
- Motivational orientation for staff and sales executive

SALES EXECUTIVE R.A motors Moradabad APRIL 2006 TO MARCH 2007

Key responsibility.. Sale of HCV and LCV truck, buses & Commercial Motors

JUNIOR CO ORDINATOR..... (M/S PASUPATI ACRYLON LTD.,) THAKURDWRA MORADABAD (UTTAR PRADES) PROJECT DEPT. 2005 TO 2006

Making indent and availability of required material expansion of project

SOCIAL ACTIVITIES & ACHIEVEMENT

VOLUNTEER: A N WELFARE'S SOCIETY

Assisting in arranging scholarship etc. For poor student
Helping destitute poor helpless pregnant women to reach health center in society
Encourage poor backward neglected people of the society for economic development
Providing free education related material to poor children
Planting and protecting trees in city village and towns to protect the environment

DISTRICT CYCLE CHAMPIONSHIP

Participated two days championship date 29-30 November 1999
By Kanpur n District club Moradabad

CIVIL DEFENCE

Training by fire brigade service Moradabad 24-29 November 1997 Organized by
Hewett Muslim Inter college Moradabad.

ACADEMIC QUALIFICATION

MASTER OF BUSINESS ADMINISTRATION(MBA)--

INSTITUTE OF FOREIGN TRADE AND MANAGEMENT TECHNOLOGY UNIVERSITY MORADABAD
WITH 2ND DIV./2005 SPECIALISATION WITH **FINANCE/MARKETING**

GRADUATION: B.COM HINDU DEGREE COLLEGE MORADBAD/MJPRU BAREILY 2ND DIV/2003

10+2: HEWETT MUSLIM INTER COLLEGE MORADABAD/UTTAR PRADESH BOARD 2ND DIV/2000

10TH : RIYASAT HUSSAIN HIGHER SECONDARY SCHOOL GOVINDPUR KHURD MORADABAD/ UTTAR
PRADESH BOARD 2ND DIV/1997

COMPUTER SKILL

MS OFFICE /netsurfing

PERSONAL DETAILS

NAME RIZWAN RAZA

FATHER NAME MR. RAIS UDDIN

DATE OF BIRTH 1ST SEPTEMBER 1981

SEX MALE

MARITAL STATUS MARRIED

LANGUAGE ENGLISH/HINDI/URDU

NATIONALITY INDIAN

PERMANENT&POSTAL ADDRESS:

VILLAGE .211/ SAKTOO NAGLA

POST OFFICE, SARKARA KHAAS DISTRICT MORADABAD (UTTAR PRADESH INDIA)

DATE
05-04-2022

SIGNATURE