

# CURRICULUM VITAE

**Name : MD ASHRAF**

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Old Purulia Road, Zakir Nagar, Mango,  
Jamshedpur, East Singhbhum, Jharkhand, INDIA  
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## PERSONAL INFORMATION:

- Name : **MD.ASHRAF**
- Father's Name : Md. Seraj
- Date of Birth : 15/01/1999
- Religion : Islam
- Nationality : Indian
- Sex : Male
- Marital Status : Unmarried
- Languages Known: English, Hindi & Urdu

## PASSPORT DETAILS:

- **Passport No. :** **Y - 8139709**
- Date of Issue : 14/10/2023
- Date of Expiry : 13/10/2033
- Place of Issue : **Ranchi**

## **ACADEMIC QUALIFICATIONS:**

- Passed **Matriculation** from **J.A.C Board Ranchi** in the year of 2013 with 1<sup>st</sup> Division(80%).
- Passed **Intermediate** from **J.A.C Board Ranchi** in the year of 2015 with 1<sup>st</sup> Division(75%).
- Passed **Graduation B. COM (HONS.Accounts)** from **Kolhan University Chaibasa** in year of 2018 with 1<sup>st</sup> Division(67%).

## **EXTRA QUALIFICATIONS:**

- Diploma in Computer Application from Rashtriya Technical Institute since 2014.
- Vocational Course for Tally ERP from Rashtriya Technical Institute .
- Training Course for SAP Programming from Internal Team of current employer.

## **COMPUTER SKILLS :**

- SAP (Accounting & Invoicing).
- Tally ERP-9 (Prime)
- DCA (Basic Knowledge of Computer)
- Partner's Portal (Tata Steel/LnT)
- Microsoft office
- Operating System:Windows XP,Windows 7 -11
- Communications Through E-mail

## **Work Experience:**

- Worked in **Sales Team** in **SMRIDHI** under contractor, **TATA Steel Ltd** period from 1<sup>st</sup> June 2019 to 30<sup>th</sup> Dec 2020(1.5 Years).
- Working as a “**SALES Coordinator**” in **ASHAPURA INTERNATIONAL LTD**, JSR since Jan 2021(3 Years).



## **PROFESSIONAL SUMMARY:**

### **SMRIDHI PIPES ENTERPRISES PVT LTD.**

- Enter posting of purchase, sale, payment, receipt & Journal voucher.
- Prepare reports on accounts payable and receivable.
- Generate client bills for various project and verification of bills.
- Prepare salary sheets, Verification & payments through bank manual or Net banking.

### **ASHAPURA INTERNATIONAL LTD, JSR**

- Contribute to overall customer satisfaction by promptly answering emails and phone calls.
- Prepare quotations, execute orders, invoicing and payment follow up as required.
- Establish active communication and engagement with the sales team to ensure orders are processed promptly
- Liaise with delivery and warehouse teams to ensure goods are delivered on time & keep customers informed of delays and delivery dates.
- Promote the company's products and capabilities and develop key personal relationships.
- Achieve sales target in designated territory, grow market-share and penetrate new markets.
- Ensure profit growth and expansion of products and or/ services
- Maintain excellent communications externally and internally including regular sales and monthly reports.
- Represent the company at trade shows.
- Collect customer feedback and solve customer complaints by investigating problems & developing solutions.
- Prepare outstanding list of Debtor/Creditor for releasing payments and follow-up for payments collection.
- Prepare MIS, Month working Memo, Payment/Collections report, Weekly Stock Report & Etc. related to the job.
- Overseeing the completion of internal audits and communicating the results to senior management.

### **OBJECTIVES:**

To have a challenging position that will utilize my experience and unique abilities. A High-Impact leadership position requiring creative and innovative approaches to problem solving, strategy development and fulfillment of my personal goals.

### **Declaration:**

I certified that the information furnished above is correct and complete to the best of my knowledge and belief. Hope to be received a favorable response from you.

Thanking You,

Yours Faithfully

Place: Jamshedpur

**(MD.ASHRAF)**