



# Rajan Verma

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## PERSONAL INFORMATION

- Nationality: Indian
- Date of Birth: 28 May 1991
- Gender: Male
- Language: French, English, Hindi, Punjabi

## PASSPORT INFORMATION

- Passport No: R8228323
- Issuing Date: 04 Aug 2017
- Expiry Date: 03 August 2027
- Visa Status: Exp-19-10-2024

## Personal Skills

- Highly creative and source full, reliable
- Strong work ethics
- Initiative with a high level of energy
- Decision making, critical thinking, organizing and planning
- Tolerant and flexible to different situation.  
Completes all tasks in a timely manner with good time management skills.
- Reliable responsible and hardworking

## OBJECTIVE

To assume a position that will enhance my knowledge and capabilities and share my competence with colleagues that may result to a teamwork activity, working on common goal that will contribute to the company growth and development.

## EDUCATION & QUALIFICATION

- Graduation in Arts from Panjab University Chandigarh Panjab India
- Senior Secondary  
Panjab School Education Board Mohali Panjab India

## PROFESSIONAL EXPERIENCE

### ➤ Stall & Marketing Salesperson

Navshanti Trading Co. LLC Dubai from April 2022 to June 2024. (Two Year)

#### Responsibilities & Duties:

- Marketing for our products, collect orders and do ready to dispatch.
- After that confirmation about dispatched and follow up about delivery.
- Greet clients and visitors with a positive, helping attitude.

### ➤ Sales Executive

Emkay Store Ltd, The Gambia, Senegal & Guinea Bissau from December 2013 to December 2019. (Six Year)

#### Responsibilities & Duties:

- In Gambia do control sales of Food stuff also involve in building material sales.
- Control Cash Flow and control warehouse activities.
- In Senegal Marketing for our products and collect orders and dispatch.
- In Guinea Bissau control over cashew Quality. Warehouse activity and work as shopkeeper.

### ➤ Sales Executive

Six month worked in Icici Bank Ludhiana Panjab India.

#### Responsibilities & Duties:

- Responsible for corporate accounts and their queries.
- Also responsible for open large accounts as their customers. Deals in saving or salary accounts.

I hereby declare that above written particulars are true to the best of my knowledge and belief.

Rajan Verma