



RAFIQ MOHAMMAD

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**Adress : Vill Manjra PO Pansai
Tehsil Nadaun Distt Hamirpur HP
177041**

ABOUT ME

Experienced administrative professional with exceptional typing and data entry abilities and results-driven nature. Knowledgeable about logging daily information, researching variances and maintaining thorough records. Accuracy-driven, service-oriented and diligent about completing tasks in self-directed manner.

Key Skills:

Clerical, Administration, Computer Operations, Selling.

Languages Known:

Hindi, English, Punjabi

Qualification

- MBA in HR from Annamalai University.
- Bachelor,s of Science in 2007 from Himachal Pradesh University, Shimla.
- One year Diploma in Computer Applications

Work Experience

- Worked at Kapsons Fashoin Pvt. Ltd, Chandigarh for one year as **Admin. Executive**.
- Worked as Assistant Sales Manager in Bajaj Allianz Life Insurance Co. Ltd. For one year from May 2011 to June 2012.
- Worked as Clerk (**Clerical & Admin**) in Nalanda College of Education at **Jhaniari, Hamirpur** from December 2012 to July 2018.
- Worked with DHFL Pramerica for 6 Months as Relationship Manager in Bancca Channel.(Alliance with KCCB)
- Working and Enterprenuer (Running own Cyber Café from last 2 Years)

Strengths

- Fexible and adaptive to change
- Appreciate challenging job
- Love to work in a team
- Self confidence and Honesty

Hobbies

- Love to listen music
- Playing valleyball
- Swimming, Biking

Personal Details

- Father's name : Sh. Rattan Chand
- Date of Birth : Oct 6th, 1986
- Marrital status : Married
- Religion : Islam
- Nationality : Indian

Date:

Place:

I Heroby declare that information given by me is true and best