

## **ABDUL QADIR**

B-19, REIDS LINE,

DELHI UNIVERSITY, DELHI-110007

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### **Career Objective:-**

To make positive and creative contribution of my skills, ability and knowledge to motivate others, utilize the potential with responsibility and zeal to drive the organization to knock its goal.

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### **Work Experience:-**

#### ➤ **Currently working as a Real Estate Agent.( March 2022 to till date).**

Key responsibilities:

- To do proper market analysis & do property search.
- Negotiation with sellers as well as with buyers also.
- All paer work & legal assistance.

#### ➤ **Elastic Run (Ntex Transportation Services PVT LTD), worked as Vendor Manager/Operations Executive ( September 2018 to August 2021.)**

Key responsibilities:

- To onboard the new vendors.
- Regular in touch with existing vendors as well as the new vendors.
- Fulfillment of coming orders from sales team.
- On time placements of vehicle at client location.
- Negotiation with vendors.
- On time transit of vehicle towards client's location.
- Timely payment of vendors.
- Manage the team of ground operations executive.

#### ➤ **Globex International PVT. LTD., Worked as Asst. Manager(Marketing) for more than a year.(April 2017 to August 2018).**

Key responsibilities:

- To do cold calling to find new clients for trading purpose.
- To fix meetings with clients .
- To provide them samples on time.
- To do time to time follow up with clients.
- To do all the paper work & formalities with clients.
- To ensure on time deliveries of material.
- To follow up with clients for payment.

- **Shopperquick.com**, worked as **Business Development Executive** for more than a year.(January 2016 to April 2017).

Key responsibilities:

- To do cold calling for new customers.
  - To do meeting on daily basis for new customers.
  - On boarding of new clients.
  - Taking care of new clients as well as existing clients.
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### **Educational Qualification :-**

- ❖ Post Graduate Diploma in Management (PGDM) from Institute of Management Studies In 2015.
  - ❖ Graduation as BBA from Jamia Hamdard University in 2011.
  - ❖ Senior Secondary (10+2) from Virendra Public School, CBSE in 2008.
  - ❖ Matriculation(10<sup>th</sup>) from Virendra Public School, CBSE in 2006.
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### **Summer Internship:-**

#### **UFLEX LIMITED.(NOIDA)**

Topic- Working Capital Management & its Analysis

Roles and Responsibilities:

- Working capital analysis.
- Fund analysis
- Utilization of fund
- Analysis the financial statement.

### **Extracurricular Activities:**

- ❖ Student organizer of many events in college.
  - ❖ Volunteer in events organized by college.
  - ❖ Volunteer in promotional events and event coordinator as well.
  - ❖ Volunteer in Auto expo.
  - ❖ Citibank as promoter.
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### **Interests/Hobbies:-**

- ❖ Playing Cricket.
  - ❖ Eager to do new thing.
  - ❖ Traveling.
  - ❖ Riding bikes.
  - ❖ Sometimes cooking.
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**Strengths:**

- ❖ Optimistic approach
  - ❖ Comfortable in working in any situation.
  - ❖ Work as a team and as a leader.
  - ❖ Keen learner.
  - ❖ Positive approach.
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**Personal Information:**

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|-------------------|--|
| ❖ Father's Name   | Mr. Sharfuddin   |
| ❖ Date of Birth   | 10 <sup>th</sup> of January,1991                         |
| ❖ Nationality     | Indian   |
| ❖ Marital Status  | Married  |
| ❖ Sex             | Male   |
| ❖ Family          | 7 members in family ( Mom-Dad,2 Brothers, Wife & a Son)  |
| ❖ Language Known  | English, Hindi, Urdu & Arabic (reading and writing only) |
| ❖ Passport Status | A valid Indian passport holder.                          |

**Declaration:**

I hereby declare that all the information given above is true to best of my knowledge.

**PLACE-****DATE-****( ABDUL QADIR)**