

Dear Sir/Madam,

You need a sharp talented Employee with skills and proven ability. My education and training make me an ideal candidate for this position.

My educational background and previous experience from my past companies have prepared me for this position. I am eager to contribute my enthusiasm and up to date skills to the company's team.

I am certain that my resume will give you a greater understanding of my qualifications for this exciting opportunity.

I would greatly appreciate the opportunity to work with and learn from you and your talented team. Look forward to speaking with you soon.

Sincerely,

Farooq Malik

**OBJECTIVE:**

Commerce Graduate looking for a challenging position that will enable me to utilize and maximize my professional skills and experience.

**SUMMARY OF SKILLS:**

- Knowledge Business Management.
- Leadership, organizational and business management skills
- Effective interpersonal skills with excellent verbal and written communication skills
- Proven customer service and organizational skills
- Quality to deal with clients by fulfilling their need on time with full satisfaction
- Keen and quick learner and ability to take up responsibilities readily
- Proven competence to work with others in team effort
- Knowledge of marketing concepts and implementation
- Proven ability to prioritize and complete multiple tasks
- Self-motivated, energetic worker who consistently meets the deadline
- Commented for reality and trustworthiness in completing the tasks
- Basic Microsoft office knowledge
- Multilingual, with fluency in English, Hindi, Gujarati, Urdu and Marathi.

**EDUCATION:**

**Bachelor of Commerce**

June.1997-April. 1999

Valia College of Arts and Commerce, Mumbai University, Mumbai, Maharashtra

**EMPLOYMENT EXPERIENCE**

**Senior Business Manager**

Mar 2008 – Present

Royal Industrial Works, Ahmedabad, Gujarat

- Providing guidance to direct reports, typically comprised of first-line managers and supervisors.
- Ensuring clarity around priorities and goals for the entire functional area.
- Approving requests for investment to a certain level of authority.
- Managing overall financial budgeting for his/her function.
- Interacting with senior management for reporting.
- Working with senior management and other peers for strategy development and execution planning.
- Communicating financial and goal results and key performance indicators to direct reports.

**Sr. Business Executive**

Jan 2001- Feb 2008

Sai Manufacturing Company, Mumbai, Maharashtra

- Approaching exporters and manufacturers
- Responsible for acquiring business and achieving sales targets.
- Meeting the SME clients and generate sales
- Client Relationship
- To have a thorough knowledge on competitor activities & strategies and provide regular updates to the management
- Monitoring work Progress

**PERSONAL DETAILS:****Contact Number** : +91 97233 39927**Date of birth** : May 21, 1979**Gender** : Male**Languages Known** : English, Hindi, and Gujarati. Urdu and Marathi**Email ID** : farooqmalik77@yahoo.co.inAddress: 202 – Classic apartment b/h Nawab plaza shopping center,  
Sarkhej road Ahmedabad – 380055 Gujarat, India**REFERENCES AVAILABLE UPON REQUEST**