

# **RESUME**

**Asim Karim Panjwani**

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## **CONTACT INFORMATION:**

HOME ADDRESS : 302, D-wing, Royal Akabar Tower  
Opp Moti Bakery, Juhapura, Sarkhej,  
Ahmedabad-380055.

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## **PERSONAL INFORMATION:**

DATE OF BIRTH : 7<sup>th</sup> Feb 1990

GENDER : Male

LANGUAGES KNOWN : Hindi, Gujarati and English, Portuguese

MARITAL STATUS : Single

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## **QUALIFICATION:**

Examination	Board	Year of Passing	Results
S.S.C	G.S.E.B	March 2005	Second Class
H.S.C	G.H.S.E.B	March 2007	Second Class
S.Y.Bcom	Guj University	March 2009	Second Class

## **EXTRA QUALIFICATION:**

Done Sony Sound Forge Version 7.0 in same year with A+ Grade  
Good Command over Internet and Basic Computer Skills (Key Area on MS Excel and Internet content research)

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## **EXPERIENCE:**

**Worked With iCall India as MIS(From 2009-2012)**

Maeva Group LDA (Mozambique)

From June 2012 to November 2015 worked with Maeva Group LDA (Mozambique).In Chimoio and Tete as a Sales and Accounts Executive. Was controlling Warehouse Sales of (Soaps and Oil) and books of accounts for the same and building new Client and Client relationship.

**Work Profile (Maeva Group LDA)**

Handling day to day activities in warehouse.

Maintaining client records on sales and purchase

Cash Management & Credit Management

Maintaining Accounts, Petty Cash, Ledger, Cash Flow, Bank Records and Bank Transaction.

Working with Govt officials regarding warehouses activities.

Client Relationship, Business Development, People Management Developing new business leads for the Company.

Receiving and Distribution of Products received from Head office and Maintain inventory for the same.

**Ascendum KPS Pvt Ltd(2016 to 2018)**

From March 2016 working in Ascendum KPS Pvt Ltd(Ahmedabad) as Quality Associate for US Mortgages(Trailing Docs)

**Work Profile (Ascendum KPS Pvt Ltd)**

Processing the daily loan allotment for the clearance in day to day activity

Keeping track of reports and documents for the same

Developing SOP (Scope of Process) Which includes new updates regarding change in system of work

Providing training to new team mates

**Cinderella Travel & Tours (Dakar,Senegal) (June2018-June2019)**

Worked as Travel Sales executive sales marketing & client relationship.

Using of portal such as Amadeus & Gallileo mostly issuing of tickets and packages for the same.

**Panjwani Commercial LDA.(November 2019- May 2021)**

Worker as sales manager and account executive in FMCG industry looking after sales direct work with client and client aquisition.

**Medusind India Pvt Ltd (July 2021- Currently Working)**

Currently working with medusind India Pvt Ltd as an customer service executive for US Dental Claims dept.

Quality check of work done by Team Mates and motivating to put their best effort down.

It would be my pleasure working with your endeavor. Waiting for positive reply  
Thanking You,

**Yours Faithfully,  
Asim Panjwani**