

CURRICULUM-VITAE

MOHD.IRFAN

ADDRESS: -

M-92 GALI NO-11

JAMIA NAGAR OKHLA

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Career Objective:

To work in such a challenging environment where apart from getting opportunity to display my skills, it should also enable me to explore my capabilities so that I can prove myself to the organization.

Educational Qualification:

- ❖ Xth from Millat High School, Bihar Board in 1997.
- ❖ XIIth from Binod Bihari Mahato College, Bihar Board in 1999.
- ❖ B.Com (Hons) from Firoz Gandhi College, Magadh University in 2003.
- ❖ M.B.A (Mktg Management) From Gaya College Magadh University In 2005.

Professional Qualification :

- ❖ Six months Diploma in Web Designing (web@eartish) from Priyadarshani Multimedia Training Center, New Delhi.

Software Knowledge :

- ❖ MS-Dos, MS-Office (Word, Excel), Tally 4.5 & 5.4, Internet Operation, New Delhi.

Working Experience :

- ❖ Worked with Tresor systems pvt Ltd. Imagine (Apple premium Reseller) as a "Account Executive" from 27th May 2013 to 23th Jan 2021. At Mgf Metropolitan Mall, Gurgaon
- ❖ Working in Microsoft Dynamics Navision (ERP Navision last 7.8 years).

- ❖ Interact with customer and given best service such as like Billing & comprehensive product Review to customer
- ❖ To handle cash management & Billing
- ❖ To check daily & monthly basis EDS machine settlement and cash, bank reconciliation
- ❖ To update in system daily basis petty cash expenses & credit card sale transaction.
- ❖ To update in system daily basis MRN done and send PDF file to Ho
- ❖ To arrange stock one store to other store & warehouse
- ❖ To Make e-way bill as stock transfer
- ❖ To make DSR & closing Reports in daily and monthly basis
- ❖ To involved internal Audit/ process Training
- ❖ Daily basis making purchase orders and Debit note
- ❖ Manage displays and stock level working directly with vendors.
- ❖ Key contact with suppliers.
- ❖ Maintained price accuracy of product and ensured adequate stock level.

Other Working Experience :

- ❖ Worked with **Next Retail (I) Ltd.** as a “Store Accountant from 15th July 2011 to 17th May 2013. At vikas puri store New delhi

Key Responsibilities :-

- ❖ To cash handling
- ❖ To cash deposit
- ❖ To handle cash management & billing
- ❖ To check settlement of EDC machine
- ❖ To impressed expenses money
- ❖ To Managing transfer in transfer out
- ❖ To stock checking
- ❖ To Making the DSR report.
- ❖ Inventory Management Monthly Bases Pilferage Control.

Other Working Experience :

- ❖ Worked with **Reliance Fresh Retail** as a “C & A (Commercial & Account) in Store operation from 14th July, 2008 to 8th September 2010.

Key Responsibilities :-

- ❖ To handle petty cash and main cash
- ❖ To check settlement of EDC machine
- ❖ To impressed expenses money.
- ❖ To handle cash management & billing
- ❖ To Handle customer queries

Other Working Experience :

- ❖ Worked with **Spencer's Super Marketing** as a "Cashier" from 11th April 2007 to 10th July 2008.

Key Responsibilities :-

- ❖ Cashing
- ❖ Cash Handling
- ❖ Cash Deposit
- ❖ Managing Transfer In Transfer Out, GRN & Making Indent Report .

Soft Skills :-

- ❖ Willingness to lead group as well as working group
- ❖ Willingness to learn new concepts, ideas & use new technologies.
- ❖ Attitude to share information & ready to acquire the new knowledge

Activities :-

- ❖ Listen to Music, travelling and interacting with peoples.

Personal Information:

Father's Name:	'Late' Mohd. Munir
Date Of Birth:	8 th January 1983
Permanent address	Qmar makhdomi Road, Wasseyypur,Dhanbad(Jharkhand)
Gender:	Male
Marital Status:	Married
Nationality:	Indian
Languages:	English, Hindi, Urdu
Salary :	Negotiable

I hereby declare that the information given above is true. If given a chance, I will try my best to come true to your aspirations & will prove my mettle in the most trying situations.

Date:

Place:

(Mohd.Irfan)