

Muzaffar Ahmad Lone

rahilmuxii138@gmail.com

7006818519

Hiring Manager

Dear Hiring Manager,

I'm applying for a vacant positions at your company. Based on the posted description, I'm confident that I am fully qualified for the position and will be a strong addition to your team. I would appreciate a job interview at your earliest convenience.

Please find my resume attached.

I can be reached at the number above or at my email address.

Sincerely,

Muzaffar Ahmad Lone

Muzaffar Ahmad Lone

rahilmuxii138@gmail.com

Mobile :7006818519

Gender :Male

Marital Status :Unmarried

City :Anantnag

Country :India

Padder pora Nanil,
Anantnag.

DOB :05/03/1994

State :Jammu and Kashmir

Pincode :192125

OBJECTIVE

I am a consistent, hard working, highly motivated person. I enjoy working with the public. I feel that i am a friendly,outgoing and dependable person. I feel it is crucial to demonstrate the importance of my job duties and expectations.I am looking to improve my position in the work force, expand my knowledge and skills. I am also looking to establish long term employment in a friendly environment.

ACADEMIC DETAILS

Degree/Course	Institution	Year of Passing	Percentage / Grade
Master of Business Administration - MBA	Islamic University of science and technology	2017	7.77
Bachelor of Business Administration-BBA	University of Kashmir	2015	65.5%

WORK EXPERIENCE

Organization	Designation	Duration
Mountbird Wheels_Royal Enfield, Anantnag	Delivery Manager	Apr 2018 - till date

Role

- To manage and maintain the process from receiving bikes till delivery.To do the PDI (Pre Delivery Inspection)of motorbikes and to maintain the documentation process till delivery stage.

PROJECT DETAILS**PROJECT : 1****Title** : Kisan credit card-KCC

Description : This scheme was introduced by NABARD in 1992 to assist farmers.Different banks are workingon this scheme and i was affiliated with J&K bank to analyse the scheme. Actually this schemeassists farmers to procure them tools and fertilizers so that they could produce maximumproduction. Interest rate is very low and they have to pay interest only for that amount which isbeing utilised by them.

Duration : 2 months**Team Size** : 2**PROJECT : 2****Title** : Aircel - Customer Satisfaction

Description : The project was based on customer satisfaction about the services provided by Aircel cellularcompany.The conclusion was that Aircel was in declining stage so it couldn't survive because ofservices provided by its competitors.people prefer to switch other cellular network which providethem cheap and long lasting services.

Duration : 2 months**Team Size** : 4**FIELD OF INTERESTS**

- Finance
- Auditing
- Accounting
- Human resources

SKILLS

- Knowledge of MS office
- Good typing speed

- Management of documentation process

INDUSTRIAL EXPOSURE

Industrial Visit at:

- Mother Dairy in April 2017
- Ahuja and Bisleri which was organised by our university

ACHIEVEMENTS

- I have completed 3 months training on Junior Software Developer through PMKVY at Momin Technologies Pvt Ltd Anantnag.

CO-CURRICULAR ACTIVITIES

- Volunteer at local charity trust.
- Member of environmental cleaning drive.
- Member of environmental cleaning drive.

STRENGTH

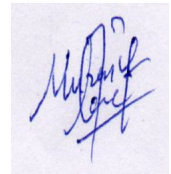
- Constant and fast learner
- Punctual and hard working
- Loyal to work
- Good team building skills
- Possess good communication skills

HOBBIES

- Traveling
- Watching movies
- Bike riding

DECLARATION

I am keen to continue my career and prepared to work hard in order to achieve my organization objectives and I hereby declare that the information furnished above is true to the best of my knowledge.



(Muzaffar Ahmad Lone)