

SHARIB KHAN

Email id- sharib.khn12@gmail.com

Contact +91-9889375674

Address- E-1164, Omaxe City, Amar Shaheed Path, Lucknow

Date of Birth- 12-12-1992

CAREER OBJECTIVE:

To work in an environment demanding all my skills and efforts to explore, adapt myself in different fields. Organized, result oriented individual trying to seek position as Business Manager or Operation Manager that could allow me to explore my leadership and administrative skills as well as my customer relations techniques to positively contribute to the organization growth and my own growth.

ACADEMIC PROFILE:

Year	Degree	University/Board	CGPA/%
2009	High School	Indian Certificate Of Secondary Education	78.57%
2011	Intermediate School	Indian School Certificate	70.00%
2011-15	B.Tech (E.C.E)	Amity University	66.60%

SKILLS:

- Worked on **Salesforce ERP tool(Panorama)**
- Worked on **Employee Data Management tool (People Portal)**
- Working Knowledge of **Uipath**.
- MS Office, MS Excel, MS Power-point.
- Hands on experience on Enterprise Content Management Tools (**Filenet**)
- Hands on Experience on **Oracle CRM tool**.
- Hands on Experience on **MARG ERP tool**.

WORK EXPERIENCE:

Amazon India Sep'19 – Till Date Sr. Associate (ERC)	Managing Amazon US Employee's data. Responsible for HR Operation and query management.
ALNA Biotech Pvt Ltd Dec'17 to Jul'19	Free Lancing for Pharmaceutical organization, handling Regional Sales Operations in Lucknow territory involving vast operations of data gathering, analyzing and maintaining records.
Vodafone India Aug.'15 to Jun'17 Associate	As an Activation officer in MORADABAD UP(W), handling a team of 17 members including field members and back-end operators and collaborating to generate business for the firm and cover loopholes if any within my territory.

ROLES_AND_RESPONSIBILITIES:

- Handling query of US Employees through e-mail or inbound call.
- Managing payroll and other confidential data of the employees.
- Handling all backend HR Operation for Amazon US Employees.
- Working on Salesforce tool and other ticketing and payroll tools and thereby maintain quality aspect of the same.
- Responsible for physical signoff of all activations (ensure all the checks and processes are carried out and mandatory fields in the Customer Acquisition Form (CAF) are filled before sign- off).
- Doing sample audit of Data Entry, Scanning, and dispatch of the forms to Circle/Zonal Warehouse.
- Supervise and Coordinate manpower of **Service Provider Staff** by taking routine training and motivating them.
- Analyzing the sales performance on the basis of Associated doctors using Microsoft Excel.
- Structuring and Calculating Daily Ledgers on MARG ERP tool and preparing month wise ledger reports.
- Maintaining the Pharmaceutical Stocks on MARG ERP tool on the basis of Sales requirement analyzed from Sales Performance report.

KEY ACHIEVEMENTS:

- Honored three times with **Zonathon(Service-Titan)** award for Best Performance for achieving the business criteria.
- Honored five times as a **Best Activation Officer** in circle.
- Recognized two times as a **Safety Hero** for creating safety awareness among the customers and general public.

STRENGTHS:

- Quick Learning Abilities
- Open to learn new skills.
- Good Team Worker
- Leadership Qualities

INTERESTS:

- RPA Automation
- Playing Cricket and Writing.

LANGUAGES: Hindi, English, working knowledge of German.

DECLARATION:

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

Date:

(SHARIB KHAN)