

# CURRICULUM VITAE

## RAHUL RAJA

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### CAREER OBJECTIVE

Seeking a suitable position looking for substantial responsibility where my varied experience would be fully utilized in a career opportunity and where making a significant contribution to the success of my employer will gain me career advancement opportunities.

### ABOUT ME

- Confident and self motivated , Disciplined and most dedicated.
- Hardworking and willing to be trained & assigned for a new job/post
- Able to solve problems under extreme pressure and able to make decision.
- Flexible with working hours.

### EDUCATIONAL QUALIFICATION

- BACHELOR of Arts
- MBA in Operations Management and Finance from LOVELY PROFESSIONAL UNIVERSITY, Jalandhar, (Punjab).

### COMPUTER KNOWLEDGE

- (WORD, EXCEL, POWERPOINT, MS-DOS, INTERNET, EMAIL, MsOutlook, SAP)

### WORK EXPERIENCE

- Worked for Two years from 2006 to 2008 with **Dainik Bhaskar Corporation Ltd.** as a **Supervisor.**
- Worked as a **Sales Officer at Vidya Dhar Tandon & Sons C&F Agent (ACC CEMENT LIMITED)** from Sep 2008 to Mar 2023.
- **Presently working as Sales Officer at Wonder Cement since Apr 2023.**

### Main Activities:

- Greeting customers and helping them with their enquiries or concerns
- Providing excellent customer service to all customers, at all times
- Reporting to the Senior regarding all local issues.
- Upto date all the relevant documents which effect the sales of the FIRM

### **JOB RESPONSIBILITIES**

- Major Responsibilities and target accomplishment expected of the Position including the typical problems encountered in carrying out the Responsibilities.
- Provide Administrative support to ensure that operations are maintained in an effective up to date and accurate manner

### **SKILLS**

- Expert knowledge of the selling process and effective sales techniques
- Social Media (Facebook, Twitter, LinkedIn, etc.)
- Excellent communicator and Relationship building skills
- Pro-active, organised and excellent team player
- Motivated in a target-driven environment
- Optimistic and a positive can-do attitude

### **HOBBIES**

- Surfing on Internet, sports and listen music.

### **PERSONAL DETAILS**

- |                     |                     |
|---------------------|---------------------|
| • Father's Name     | Sh. Hari Kishan     |
| • Date of Birth     | 25/09/1986          |
| • Nationality       | Indian              |
| • Marital Status    | Married             |
| • Religion          | Hindu               |
| • Language Known as | Eng, Hindi, Punjabi |

### **PRESENT ADDRESS**

H.No:D3/1464, Street No-13,  
Ram Nagar colony,  
Islamabad, Amritsar.  
Mobile: - 9780792807

### **DECLARATION**

I hereby declare that all the above disclosed information is true and the best to my knowledge. If I were placed in your esteemed concern, I will discharge my duties with ut most sincerity and to your full satisfaction.

Your Faithfully,

**RAHUL RAJA**