**Ishfaq Ahmad Rather**

 **Krankshivan, sopore,**

 **Baramullah, J&K, India 193201.**

 **Phone: +966-580247448**

 **What’s App: +966-592304054**

**Ishfaqrather91@gmail.com**

**Career Objective:**

To work sincerely, honestly & promptly towards the goal & objective of the Company,

I am looking forward for rewarding & thrilling career, so that I can utilize my skills and past experience and to grow my career as well. I am quite embodied with the quality of profiting the company in which I shall work.

* **Skills:**
* Professional and confident with excellent management skills.
* Excellent in MS Office (Excel & Word).
* Good communication skills and effective listening capability.
* Keen learner, keen observer and believe in a team work.
* Dealing with the stressful situations in a calm and professional manner
* Excellent and develop the strong and good working relationships with the staff.
* LANGUAGES:

English, Arabic, Urdu, and Hindi.

**WORKING EXPERIENCE:**

* **01:  Presently working.**

 **Coordinator:**

**Company: Ibrahim Abdullah Al-fares transportation and logistics.**

**From 09th Nov 2019 till now.**

* **Role and Responsibilities:**
* Operating orders from customers (SABIC) and coordinate with the Operating departments to complete the shipment as required.
* Coordinate between the Accounts Department and the Operations Department in following up on shipment orders, ensuring their completion, and issuing sales invoices as per the agreed rate.
* Follow-up with customers and providing them with evidence of completion of shipments and providing them with copies of shipping orders signed by receiving goods from offloading  sites and closing operating orders on the company system.
* Following up the electronic system for filling diesel for trucks with a direct contracting system with Fuel stations and issuing diesel orders for each truck according to the shipping orders issued by the operation department in all company branches**.**
* **02: Store Manager:**

**Vivo India electronics private limited.**

**From March 2016 to October 2019.**

* **Role and Responsibilities:**
* Maximizing profitability and setting/meeting targets and motivating the staff to do so.
* Overall care of staff and there well being.
* Dealing with customer queries and complaints.
* Overseeing pricing and stock control.
* Preparing promotional materials and displays.
* Share daily and monthly plans and targets with the staff.
* **03: Sales Executive.**

**Samsung India electronics private limited.**

**From March 2012 to August 2014.**

* **Role and Responsibilities:**
* Answer customer’s questions and addresses service issue and complains.
* Maintain customer relationship through follow-up their needs.
* Maintain excellent customer services skills and sales performer.
* Assisted customer in selecting products that best fit their life style.
* Maintain the records of regular customers.
* **Academic Qualification:-**
* Masters in tourism and travel management (MTTM).
* Bachelor’s degree from university of Kashmir.
* Higher education from J&K Board of school education.
* High school from J&K board of school education.
* One year diploma in computer application.
* **Personal Details:-**
* Name                  :   Ishfaq Ahmad Rather.
* Father’s name      : Mohammad Muzzaffar Rather.
* Address      : Krankshivan Sopore, Distt, Baramullah (J&K) India.
* Present Address   :        Dhahran Saudi Arabia
* Country          : India.
* D.O.B                   : 12TH August 1994.
* Gender                :        Male.
* Contact                : +966-580247448
* What’s app : +966-592304054
* Email                    :   Ishfaqrather91@gmail.com