

IRFAN FAROOQ

Master Of Business Administration (MBA)

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EDUCATION

DR. C.V. RAMAN UNIVERSITY
Bilaspur, Chhattisgarh
Master's in Business Administration (June 2017)

UNIVERSITY OF KASHMIR
Srinagar, J&K
Bachelor of Commerce (2015)

HIGHER SECONDARY PART II
Commerce (2011)

SECONDARY SCHOOL PART I
Ist Division (2009)

ADDITIONAL SKILLS

Interpersonal Skills

Leadership Skills

Decision Making

Adaptability

Time Management

SOFTWARE SKILLS

Microsoft Office

Computer Diploma

Tally

Busy

Web Designing

CAREER OBJECTIVE

Business administrative graduate with over 6 years of experience as HR, Logistics Supervisor, Visibility Team Leader, Showroom Manager and Computer Operator respectively. Forward thinking individual with refined interpersonal and multi-tasking skills. Looking to join a progressive organization as human resource specialist to provide high end administrative support in an enterprise.

EXPERIENCE

➢ *HR*

Noorani Pacific School (February 2021- Present)

- Responsible for setting up and managing employee files and records (hiring contracts, resignation, general paperwork and documentation)
- Played an integral part in recruiting, interviewing, hiring, appraisal and termination of candidates.
- Played an integral part in developing job descriptions for each role.
- Responsible for background checks and verification.
- Played an integral part in developing employee handbooks.
- Responsible for employee compensation and benefits (managed employee payroll, increments, made sure timecards are correct)
- Responsible for orientation, training and development of employees in the organization.
- Acted as a point of contact for employee grievances and disciplinary action.

➢ *LOGISTICS SUPERVISOR*

IA Multi Venture Pvt. Ltd. (January 2018-January 2021)

- Ensure effective and timely implementation of all Logistics daily operational goals inclusive of Shipping functions and Inventory Management.
- Has been incharge of organizing the distribution of goods and coordinating staff.
- Manage the warehouse stock inventory and order the required stock accordingly.
- Responsible for overseeing and supervise my Logistics team.
- Allocated the man power according to various contingent tasks and when required.

➢ *VISIBILITY TEAM LEADER*

IA Multi Venture Pvt. Ltd. (August 2017-December 2017)

- Responsible for delegating tasks and set deadlines.
- Responsible for motivating the team to achieve the set target.

LANGUAGES

English	: -	Proficient
Urdu	: -	Fluent
Kashmiri	: -	Native

HOBBIES

- Photography
- Video Gaming
- Travelling
- Paper Craft
- Driving

PERSONAL DETAILS

Name	:-	Irfan Farooq
Father's Name	:-	Farooq Ahmad Dar
Date Of Birth	:-	11-09-1992
Nationality	:-	Indian
Marital Status	:-	Single

PASSPORT DETAILS

Passport No.	:-	T0881460
Date Of Issue	:-	04/06/2019
Date Of Expiry	:-	03/06/2029

- Responsible for advising the team on improving product visibility.
- Created an inspiring team environment with an open communication culture.
- Monitored team performance and overseen day-to-day operations.

➢ ***SHOWROOM MANAGER – Part Time***
The Child Hub (March 2021-February 2022)

- Provide customer service by greeting and assisting customers, and responding to customer inquiries and complaints.
- Direct and supervise employees engaged in sales, inventory-taking, reconciling cash receipts.
- Inventory stock and reorder when inventory drops to a specified level.
- Instruct staff on how to handle difficult and complicated sales.
- Hire, train and evaluate personnel in sales establishments, promoting or firing workers when appropriate.
- Providing update ideas and auctioning changes to showroom displays and stock

➢ ***COMPUTER OPERATOR***
Sanguine InfoTech Pvt. Ltd. (July 2012-November 2014)

- Act as the main point of contact for visitors and callers.
- Ordering of equipment, materials and office supplies.
- Undertake and assist in the recording and processing of invoices, receipts and payments as required and instructed.
- Prepare contracts for suppliers as advised.
- Arrange hospitality, purchase supplies to ensure the smooth running of the organisation on a day-to-day and as required basis.

E-QUIZZES

- Participated in the E-Quiz on "Entrepreneurial Development" conducted by the department of "Business Administration" ASAN MEMORIAL COLLEGE on 26 July 2020 with a passing score of **95%**
- Participated in National Level Online Quiz for Commerce Teachers Conducted by RGIMS-IQAC on 18 June 2020 and Secure **100%**
- Participated in the Online Quiz for Commerce teachers Conducted by KLE's GH COLLEGE on 13 June 2020 with the score of **64%**

WEBINARS ATTENDED

- Webinar on "ENTREPRENEURSHIP – Post Covid" organized by Department of IT, SIGMA INSTITUTE OF ENGINEERING- VADODARA on 5th June 2020
- "New Public Management" Webinar conducted by Royal school of humanity & Social Sciences on 5th June 2020
- Webinar on Research Paper Questionnaire Development organized by Department of Management Studies, RKGIT, Ghaziabad on 27th June 2020.
- International Webinar on "The Writers' Convention" Organized on 13th July 2020 by KAMRAJ COLLEGE.
- Webinar on "Information Technology and Higher Education: A Post COVID-19 Perspective" organized by IQAC, Vivek College of Education Bijnor on 16th July 2020.
- Two day Webinar on Culture and language between UGC paired states conducted by EBSB club on 17th & 18th july 2020.
- International webinar on "THE STRONG GENDER" on 22th August 2020.