



Imran Sheikh

Admin Cum Back Office Executive



13 Years | 2 Months



8551043330



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CAREER OBJECTIVE

- Seeking a challenging role as an Admin or Backoffice executive where I can utilize my organizational & communication skills to contribute to the organization's growth while enhancing my professional development.

PROFILE SUMMARY

- Looking to organize office files, client data, and records & recover.

KEY SKILLS

- Work planning.
- Good & strong communication skills.
- Administrative support & Backoffice operation.

ADDITIONAL INFORMATION

- Open to learning and upgrading skills for professional growth.

EDUCATION

- **Bachelor Of Business Administration (BBA) - (2012) (Not Cleared)**
Rashtrasant Tukadoji Maharaj Nagpur University (RTMNU)

EXPERIENCED

▽ **Pagariya Group of Company**

- As an **Admin Cum Recovery Officer**
- May 2022 to October 2024 (2 years 6 months)
- Responsibilities included administrative and back-office work.
- Maintained & organized records & documentation.

▽ **Gajanan Infrastructure**

- As a **Sales Officer**
- March 2020 to April 2021 (1 year 2 months)
- In charge of direct sales, specifically for Eazy Mix Wall Plaster products.

▽ **Cosmic Grace Toyota**

- As a **Sales Officer**
- Full-time, December 2018 to December 2019 (1 year 1 month)
- Responsible for sales of MPV and SUV vehicles.

▽ **Urja Infrastructure**

- As an **Insurance Executive**
- Full-time, May 2012 to March 2018 (5 years 11 months)
- Worked as an insurance executive, handling all types of personal vehicle insurance and managing vehicle passing and RTO-related tasks.

▽ **Bennett, Coleman & Co. Ltd.**

- As a **Sales Officer**
- Full-time, November 2009 to April 2012 (2 years 6 months)
- Responsible for selling newspaper and magazine subscription schemes.



LANGUAGE KNOWN

- | | |
|-----------|-------------|
| ○ Hindi | Speak, Read |
| ○ English | Write, Read |



PERSONAL INFORMATION

- | | |
|------------------|-------------|
| ○ Marital Status | Married |
| ○ Date Of Birth | 08-Oct-1989 |
| ○ Nationality | Indian |
| ○ City | Nagpur |

