

CURRICULUM VITAE

RIZWAN SALMANI

Residential Address
RZ 108/350 Jagdamba Vihar
West Sagar pur New Delhi-110046

Mobile No. : +91-9990241457
Email-ID : salmanirizwan1@gmail.com

OBJECTIVE

Seeking a position that fulfills my passion to be a valuable employee as well as enabling me to continue my professional development. Highly skilled in negotiating while building relationships. Self-starter with a proactive and positive attitude.

Core Skills

- Operations Management
- Commercial Business Operation
- Business strategy
- Leadership
- Business Development
- Inventory Management

Responsibilities

- **Operations** – Managing commercial business operations as well as inward/outward operation.
- **Planning** – Business planning, Operational Planning, Cost Planning, Capacity Planning.
- **Management** – Team Management & Order Fulfillment Management.
- **Cross Functional** – Work closely with business teams and for day to day issue resolution.
- **Reports & Data Analyses** – Data analytic for costing & work efficiency.

WORK EXPERIENCE

Currently Employed

- As a **Team Leader** (Hindustan Unilever Ltd) for the sales and commercial operations. On the payroll of Genius Consultant Ltd.
- Ensure team is highly motivated & functions in the best spirit of performance.
- Review every day metric reports to see the performance of the team members.
- Focus and complete all Parameters.
- Working on the issues & Resolved Timely.
- Ability to build cross-functional relationships.

From June 2022 to October 2023

- As **Commercial – Executive** (Business/Branch Operations) in “**Lynks Logistics Ltd**” (Chennai) work for supply operations for the “Hindustan Unilever Ltd.” in FMCG Business.
 - Handle Business Operations Value approx. 2 Crore per month.
 - Also I was awarded the title “**Lynk Star**” through Lynks Logistics Ltd for my best work.
 - Firstly payroll with the third party but achieved ON ROLL position through best performance.

CURRICULUM VITAE

RIZWAN SALMANI

Residential Address

RZ 108/350 Jagdamba Vihar
West Sagar pur New Delhi-110046

Mobile No. : +91-9990241457

Email-ID : salmanirizwan1@gmail.com

-
- Managing of internal and external company claims.
 - Support to delivery teams to ensure efficient execution.
 - Contribute to the development of long term business strategies and operational plans.
 - Manage the credit control function ensuring debt collection is timely.
 - Collaborate with various teams such as marketing, operations and product development to address customer needs and drive overall business objectives.

Other Past Employer

ORGANISATIONS	DESIGNATION	TIME	PAYROLL
HUL (FMCG)	DMS & Accounts	01 Y 03 M	on Distributor
Marico Ltd. (FMCG)	DMS & Accounts	03 Y	on Distributor
Godrej Ltd. & Dabur Ltd	DMS & Accounts	01 Y 09 M	on Distributor
M Rehman & Associates (CA Firm)	Accounting (Book-Keeping)	01 Y	on CA

Knowledge & Duties:-

- Working on Data base & Cloud base systems of different software
Such as Merlin, LeverEdge, Midas pro., G-1, Dristi, and Tally Erp Etc.
- Record keeping, Basic accounting, Bank Reconciliation etc.
- Knowledge of GST Return and Little bit Knowledge of TDS.
- Computer Literate (Word, Excel etc.)
- Customer handling on occasionally.
- Prepare MIS reports to analyze problem and discover best ways to solve them.

ACADEMIC QUALIFICATION

- Mutual Fund Distributor Certification Examination Passed from NISM (Series-V-A) in 2019
- Graduate (B.COM) from DU SOL in 2016
- CA-CPT Passed from ICAI in 2014
- Senior Secondary Passed from CBSE in 2012
- Secondary Passed from CBSE in 2010

STRENGTHS & ATTRIBUTES

- Strong Work Ethics
- Loyalty & Hard work
- Punctuality & Passionate
- Forward Thinking
- Positive Approach

CURRICULUM VITAE

RIZWAN SALMANI

Residential Address

RZ 108/350 Jagdamba Vihar
West Sagar pur New Delhi-110046

Mobile No. : +91-9990241457

Email-ID : salmanirizwan1@gmail.com

PERSONAL DETAILS

Father's Name : MD. HANIF SALMANI

Nationality : Indian

Gender : Male

Marital Status : Married

Date of Birth : 06th November 1993

Languages known : Hindi & English

Hobbies : Travelling & YouTube Shorts

Date:

PLACE: New Delhi

(RIZWAN SALMANI)