

RASHID KHAN

khanrashid53@gmail.com.

Work Experience :- 30 Years (from 1994 to 11 May-2024 (Automobile)

Total work experience: :- 30 years in field of management of an organization.

- Organization** AMIT MOTORS PVT LTD
Company Profile Authorized Dealer of MAHINDRA & MAHINDRA LTD.
Designation CHIEF OPERATIVE OFFICER - GONDA MADB (5 Years)
JOB PROFILE Sales, Service, Spare, Bodyshop .
Period from JULY 2019 TO 11 May 2024.

PREVIOUS EXPERIENCE:

- Organization** AMIT MOTORS PVT LTD (20 Years)
Company Profile Authorized dealer of MAHINDRA & MAHINDRA LTD.
Designation G.M. (ADMINISTRATION , FINANCE AND ACCOUNTS)
Period from JUNE 1994 TO Nov-14.
Break for self business Dec-14 to March-16 but failed
- Organization** SMARTWHEELS PVT. LTD.
Company Profile AUTHORISED DEALER (MARUTI SUZUKI INDIA LTD.)
Designation GM (ADMINISTRATION AND BODYSHOP)
Period from APRIL-17 TO JUNE-2019.

CURRENT JOB PROFILE.

- Full charge of Branch (Sales, Service, Spares, Bodyshop)
- Monitoring Sales, Service, Spare, Bodyshop.
- Monitoring and meeting with Sales Managers, Service Manager, Parts Manager, Bodyshop Manager , Advisors towards pending job, labour revenue, customer satisfaction.
- Cross check the test drive given by team.
- Monitoring the current sales enquiries
- monitor Activity plan and adherence
- Manpower hiring for filling the gap
- Monitoring on manpower retention
- Co-ordinate with financiers
- Pending vehicle monitoring
- Equipment register to be maintained and updated branchwise
- Labour growth action plan
- plan for bodyshop business growth
- Service camp needs to be organised branch wise
- Review of daily report sales & service

- Monitoring outstandings and pending delivery order payments
- Monitoring pending vehicles bodyshop/service
- Warranty checking credit and debit
- Monitoring concern , concern closing .

PREVIOUS JOB PROFILE.

- Effectively managed the finance team to meet all assigned targets and bring in targeted business for the company.
- All the Administration of Bodyshop and legal and accounts related work get control by me .
- Provide day reports to M.D
- Manage to all the respective branches with better communication skill.
- Looking all the accounts of the firm with the team.
- Handle all the administration including sales/service/bodyshop related issue of different location.
- Provide quick and smoothly resolution to employee and customer.
- Setting up and assigning personnel targets.
- Handing all the issue of employee which are more than 600

Career Objective

To work for a prestigious organization with a challenging position where my talents can be effectively used. To commit to the motto of the organization and put forward a conscious efforts, investing time and energy in team spirit to meet the challenging and rise with and for the organization.

Qualification:

**B.Com 1994 Dr. RML Awadh University, Faizabad-Ayodhya-224001
MBA in Financial Management not completed due to family issues .**

Key Strenght

Leadership, Loyal, Team Player, Dedicated, & Prompt,

Hobbies

Travelling, News

Salary

Last salary drawn 105000/-
Expected Salary as per company norms

Permanent Address

1. **1/10/265, Abu Sarai, Civil Lines,
Faizabad Distt. Ayodhya.UP
224001.**

Date:

(RASHID KHAN)