**Curriculum Vitae**

**ROBIN SAINI**

H.No. 3526/2, Saini Anand Pura

Behind Gaur College,

Rohtak -124001(Haryana)

Contact no: 08950303010

**Emai**l: robinsaini7@gmail.com,

## **PROFESSIONAL SUMMARY**

* Total 6.5 years experience in IDMS handling and SAP handling which includes experience on vehicle sale & purchase, Billing, Cash handling and Admin activities.
* I have worked with Mohan Tractors (p) Ltd.(Authorised Dealership Piaggio & Ashok Leyland LCV) Rohtak as Account Assistant and C.D.M.S.(Customer & Dealer Management System) Incharge and Asst. Sales Manager since 5-Sept-2008 to 31-Dec-2012.

**Mohan Tractor Pvt. Ltd.** as a **Manager** from **1-Jan- 2013 to 31-Mar-2015.**

## **EDUCATIONAL QUALIFICATION**

* M.B.A. (Marketing) from M.D.U. Rohtak.
* One year diploma in computer & finance executive.
* Passed B.COM. from L.N. HINDU College, Rohtak.
* Senior Secondary from Haryana Board, 2004.
* Higher Secondary from Haryana Board, 2002.

## **PERSONAL SKILLS**

* Takes Initiative and Works Independently or as a Part of Group.
* Well Organized and Easily Meets Deadlines.
* Excellent Problem Solving Skills and Self Starter.
* An ambivert and affable , adaptability to different working environments
* Positive thinking, punctuality and willingness to learn.

## **ACHIEVEMENTS**

* Rewarded by **PIAGGIO VEHICLE PVT. LTD**. for the best CDMS incharge award in North region.
* Active participant in Inter branch quizes and competitions in College.
* Participated in BLOOD DONATION camp.
* Member of school discipline committee.

## **PERSONAL PROFILE**

Name : Robin Saini

Father’s name : Sh. Jite Singh Saini

Date of Birth : August 15, 1986

Hobbies : Making new friends

Language Known : Hindi, English

Marital status : Married

**Date:**

**Place: Rohtak Robin Saini**