

## CURRICULUM VITAE

### Mehboob S. Zartarghar

(Area Sales Manager in Tejas Agro Irrigation Systems Pvt. Ltd)

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#### CAREER OBJECTIVE

To work in globally competitive environment on challenging assignments where I can effectively contribute my skills and abilities that shall yield the twin benefits of the job satisfaction and a steady paced professional growth.

#### EXPERIENCE OF WORK

PLACE	DESIGNATION	FROM	TO
Net Junction Bagalkot	Net Consultant	2008	2009
Rahul Computers Bagalkot	Hardware & Software SERVICE.	2009	6- month
Jain Irrigation Systems LTD Bagalkot	Office Assistant Cum Computer Consultant	2011	2013
Jain Irrigation Systems LTD Bagalkot	Marketing Coordinator	2013	2017
Premier Irrigation Adritec Pvt Ltd Bagalkot	Assistant Godown / Depot Officer	2017	2019
Drip India Irrigation Pvt. Ltd. Bijapur	Godown Manager Cum Collection Manager	2019	2021
Tejas Agro Irrigation Systems Pvt. Ltd. North Karnataka	Area Sales Manager	2021	Till

#### EDUCATIONAL DETAILS

COURSE	INSTITUTION	YEAR OF PASSING	PERCENTAGE	GRADE
MA (Economics)	KUD University Dharawad.	2013	79.00%	First Class
BA	Govt Degree First Grade college Navanagar Bagalkot	2010	68.37	First Class
P U C	SSPU College Bagalkot	2007	66.33	First Class
S S L C	Adarsh High School, Bagalkot.	2005	44.16	Pass

## COMPUTER SKILLS

- *Diploma In Office Management*
- *CF, MS-Office, Internet*
- *Nudi-04.*
- *Tally- ERP 9*
- *DTP.*
- *All type of Online work.*
- *OPC Work in Tally ERP 9*

## HOBBIES / INTEREST

- Playing Guitar
- Reading books
- Listening to music (*Instrumental*).
- Internet surfing/browsing
- Playing Cricket and Chess

## LANGUAGES KNOWN

Languages known	Read	Write	Speak
English	Yes	Yes	Yes
Hindi	Yes	Yes	Yes
Kannada	Yes	Yes	Yes

## PERSONAL DETAILS

Date of Birth	Aug-01-1988
Father's Name	Shabbeerahmmed I. Zartarghar
Mother Name	Bibijanmatul
Permanent Address	Mehboob Zartarghar, S/o S.I.Zartarghar, Sector No-45, Plot No-434 ,Navanagar, BAGALKOT-587103
Nationality	Indian
Marital Status	Married
Cast	Muslim ( II-B )

## DECLARATION

*I hereby declare that all the information stated above is true to the best of my knowledge.*

**Place: Bagalkot**

**Date: / / 2021**

***Yours Faithfully***

**(Mehboob S. Zartarghar)**

## PERSONAL ATTRIBUTES *IN JAIN IRRIGATION SYSTEMS LIMITED*

- ✓ **Effective Communication Skills:** Articulate communicator with an appreciation for the different communication styles required when working with other team members or with Dealers.
- ✓ **Honest and Reliable:** Able to take on tasks with a degree of responsibility due to strong morals and ethics ensuring honesty and reliability.
- ✓ **Time Management:** Dedicated to effectively prioritising and managing time by allocating tasks and activities and keeping track of them in diaries and daily to-do lists.

## PROFESSIONAL WORK EXPERIENCE

2011-2017

### OFFICE ASSISTANT

2011 - 2012

Working on a casual basis, this position involved meeting regular Dealers service demands and assisting with processing Dealers stock requests.

#### Achievements and Contributions

- **Dealers Service:** Provided Dealers service at registers, Responded to all Dealers enquiries providing support and guidance as required.
- **Cash Management:** Ensured accurate management of all cash sales. Counted out all amounts of cash in front of Dealers to minimise conflict and ensure accurate reconciliation of daily sales.
- **Stock Control:** Returned stock to the depot and assisted with restocking of products as required. Supported visual merchandising standards while setting up new displays and rotating required stock.
- **Sales Reconciliations:** Assisted shift supervisor with reconciliation of OS, Collection and daily Sales transactions. Provided support by re-checking while helping to resolve discrepancies.

### OFFICE ASSISTANT CUM COMPUTER CONSULTANT

2012 - 2013

This first-time casual position involved undertaking extensive training in Dealers service skills and sales techniques for this well-known outlet.

#### Achievements and Contributions

- **Online Application:** Assisted Dealers with all AGRICULTURE and HORTICULTURE Subsidy Files Online Registration. Ensured the accurate collection of information relating to specific Files.
- **Transaction Processing:** Managed cash and EFTPOS payments. Accurately recorded all cash movements while following policies on large note transactions and cash out.
- **Billing:** Attended to shift Billing duties including Sprinkler, Drip under Agri and Horti regulations.

### MARKETING CO-ORDINATOR

2013 - 2017

#### Achievements and Contributions

- **Administration:** Typed general communication and letters to Dealers and businesses as directed. Ensured accurate development of communication by providing correspondence to supervisor for approval.
- **Records Processing:** Entered Dealers information into internal records management system. Updated existing Dealers records while creating new data files as directed.
- **Visitor Management:** Greeted all visitors to site and ensured they understood their obligations and expectations while on site. Ensured all visitors added details to visitor log.

## PROFESSIONAL REFEREES

**V B KAMA**  
Zonal Manager  
Jain Irrigation Systems Ltd  
Phone: +91-9448286507

**D G KOPPA**  
State Head Solar Manager  
Jain Irrigation Systems Ltd  
Phone: +91-9448286510

## PERSONAL ATTRIBUTES IN PREMIER IRRIGATION ADRITEC PVT LTD

- ✓ **Effective Communication Skills:** Articulate communicator with an appreciation for the different communication styles required when working with other team members or with Dealers.
- ✓ **Honest and Reliable:** Able to take on tasks with a degree of responsibility due to strong morals and ethics ensuring honesty and reliability.
- ✓ **Time Management:** Dedicated to effectively prioritizing and managing time by allocating tasks and activities and keeping track of them in diaries and daily to-do lists.

## PROFESSIONAL WORK EXPERIENCE

2017-2018

### ASSISTANT *GODOWN / DEPOT OFFICER*

2017 - 2018

Working on a casual basis, this position involved handling TALLY ERP 9 Based OPC Work and Assisting with processing Dealers stock requests.

#### Achievements and Contributions

- **Dealers Service:** Provided Dealers service at registers, Responded to all Dealers enquiries providing support and guidance as required.
- **Cash Management:** Ensured accurate management of all cash sales.
- **Stock Control:** Returned stock to the depot and assisted with restocking of products as required. Supported visual merchandising standards while setting up new displays and rotating required stock.
- **Sales Reconciliations:** Assisted shift supervisor with reconciliation of OS, Collection and daily Sales transactions. Provided support by re-checking while helping to resolve discrepancies.
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- **Visitor Management:** Greeted all visitors to site and ensured they understood their obligations and expectations while on site. Ensured all visitors added details to visitor log.

## PROFESSIONAL REFEREES

2018 - 2019

**Mr. BALAKRISHNA R V**  
Godown / Depot Officer  
Premier Irrigation Adritec Pvt Ltd  
Bagalkot  
Phone: +91-9972582198

**Mr. Prakash**  
Account Head  
Premier Irrigation Adritec Pvt Ltd  
Bangalore  
Phone: +91-9980966729

## PERSONAL ATTRIBUTES IN DRIP INDIA IRRIGATION PVT LTD

- ✓ **Effective Communication Skills:** Articulate communicator with an appreciation for the different communication styles required when working with other team members or with Dealers.
- ✓ **Honest and Reliable:** Able to take on tasks with a degree of responsibility due to strong morals and ethics ensuring honesty and reliability.
- ✓ **Time Management:** Dedicated to effectively prioritizing and managing time by allocating tasks and activities and keeping track of them in diaries and daily to-do lists.

## PROFESSIONAL WORK EXPERIENCE

2019-2020

### GODOWN / DEPOT MANAGER

2019 - 20120

Working on a casual basis, this position involved handling TALLY ERP 9 Based OPC Work and Assisting with processing Dealers stock requests.

### Achievements and Contributions

- **Dealers Service:** Provided Dealers service at registers, Responded to all Dealers enquiries providing support and guidance as required.
- **Cash Management:** Ensured accurate management of all cash sales.
- **Stock Control:** Returned stock to the depot and assisted with restocking of products as required. Supported visual merchandising standards while setting up new displays and rotating required stock.
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- **Visitor Management:** Greeted all visitors to site and ensured they understood their obligations and expectations while on site. Ensured all visitors added details to visitor log.

## PROFESSIONAL REFEREES

2019 - 2021

**Mr. Girish**  
Account Manager  
Drip India Irrigation Pvt Ltd  
Bijapur (KAR)  
Phone: +91-8951130533