



MUHAMMED RAMSHAD KP

CONTACT ME

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PERSONAL DETAILS

Name : Muhammed Ramshad kp
Father Name : Eni kp
Nationality : Indian
Religion : Muslim
Date of Birth : 25-04-1996
Passport no : M90411045
Visa Status : Visit visa

UAE DRIVING LICENSE

Number : 3000371 (no: 3)
Type : Light vehicle
Issue Date : 13/11/2019
Expiry Date : 12/11/2021
Place of issue : Abu Dhabi



CBSE 10th (2013)

Completed with CGPA 8.4/10

KERALA BOARD 12th (2013-2015)

Completed with 88% in Commerce



UNIVERSITY OF CALICUT (2015-2019)

B.COM FINANCE Graduated with 70%

SKILLS

Communication : ●●●●●
Team work : ●●●●●
Computer skills : ●●●●●
Leadership : ●●●●●

OBJECTIVE

To work for a professionally managed company with a good organizational objective & friendly environment, in a capacity that offers Responsibility, Challenge and Job satisfaction and scope for organizational and personal development and growth

WORK EXPERIENCE

PUBLIC RELATION OFFICER CUM ADMINISTRATION MANAGER

Mohammed khalifa Dubai, UAE 2020-2021
• Better knowledge in all employees related government relations transactions (MOHRE, Director of Residency & Foreigners Affairs(GDRFA),Police Station, Airport, Embassies, Municipality, Courts, etc.)and medical application.
• Performing business and trade license application/renewal/closure and any necessary documents.
• follow up to complete the process of (Res-Visa & e-Work Permit) cancellation for all the Resign /Terminated employees on time in order to avoid fines.

SALES ASSOCIATE

Shoemart, Landmark group, Dubai, UAE
Centrepoint, Landmark group, Dubai , UAE 2018-2020
• Basic understanding of sales principles and customer service practices
• Responsible in store operation standards and procedures
• Experience in "I PROMISE TO SERVE" Training
• Follow visual merchandising standards and guidelines
• Ability to work as a part of a team and take initiative independent of direct supervisions
• Handling back office and back store necessities

SALES MAN

Bahar Al Bayan general trading LLC, Dubai, UAE 2020
• Achieve the sales target
• Collect all outstanding credit prior to the due date
• Ensure planned daily route is covered in a disciplined manner
• Ensure overall customer satisfaction

SKILLS AND KNOWLEDGE

A Strong willingness to learn new skills and abilities and observe perception
Good communication, analytical and interpersonal skills
Excellent leadership skill
Decent knowledge in MS OFFICE AND TALLY

CERTIFICATION

- 2018 **M.S OFFICE AND TALLY** (GOVTOFINDIA)
- 2019 **Best Employee** of the month August

Languages

English : ●●●●● Arabic : ●●●●● Hindi : ●●●●● Malayalam : ●●●●●

DECLARATION

I hereby declare that above mentioned statement are correct & true to the best of my knowledge and belief

Muhammed Ramshad