



# MOHAMMED RIZWAN

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mohammedrizwan206@gmail.com

## SKILLS

- Excellent communication and listening skill
- The ability to explain complex information clearly and simply
- Ability to work at any type of environment.
- Ability to analyse and research information

## COMPUTER SKILL

- Microsoft Office (Excel, Power Point)
- Tally ERP.

## LANGUAGES KNOWN

- English
- Hindi
- Malayalam

## PERSONAL DATA

**DOB** : 17-Feb-1997  
**Gender** : Male  
**Marital Status** : Single  
**Nationality** : INDIAN

## PROFILE

Skilled Marketing Coordinator with one years experience in Marketing operations. Seeking a quality environment where my knowledge can be shared and enriched for the growth of Organisation and Self.

## PROFESSIONAL EXPERIENCE

### **Marketing & Sales Coordinator at ATK Enterprises, Kerala, India.**

April 2019 - March 2020

#### **DUTIES AND RESPONSIBILITIES**

- Coordinating the sales team by managing schedules, filing important documents and communicating relevant information.
- Ensuring the adequacy of sales-related equipment or material.
- Responding to complaints from customers and give after-sales support when requested.
- Inform clients of unforeseen delays or problems.
- Handle the processing of all orders with accuracy and timeliness.
- Handling communications with clients and vendors via phone, email, and in-person.
- Assist in the preparation and organizing of promotional material or events.

## EDUCATION

**Bachelor of Business Administration** - (Kannur University)  
Pursuing

## STRENGTH

- Good team player and co-operative.
- Fast learner and can easily adapt to changes in the environment & situation.
- Possesses a high commitment to organization goals and objectives.
- Flexible, hardworking, focused and has a capacity to organize any job in systematic manner.
- Possess interest, willingness & capacity to work independently or with other team member or in a group.
- Good in communication and presentation skills.