

# Muhammad Shahasoor TK

Sales & Marketing / Office Coordination



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00971 52 86 82 122 📞

Abu Dhabi, United Arab Emirates 📍

Passionate interdisciplinary expert with a blend of experience in Sales and Marketing and Office Coordination. Looking for a position allowing me to enhance my personal and professional skills to explore myself and my potential and to increase productivity of organization and individual growth.

## WORK EXPERIENCE

### Office Coordinator

#### Safeguard Office Equipment

03/2018 – Present

Abu Dhabi, United Arab Emirates

##### Achievements/Tasks

- Customer and Supplier Interactions.
- Warehouse stock maintenance.
- Invoicing and Data Entry in Accounts.
- Perform various clerical tasks as needed (file papers, organize supplies, documentation etc.)
- Track orders and maintain vendor relationships.
- Frequently check office supply stock, reorder supplies when needed.
- Responsible for incoming and outgoing Mails and Calls.
- Monitor office expenditure and handle all office contracts.

Contact : Mr. Abdul Rahiman Mohammed - 00971 50 613 9200

### Sales & Service Manager

#### Frame Business Associates

04/2015 – 01/2018

Kerala, India

Godrej & Boyce MFG. PVT. LTD

##### Achievements/Tasks

- Effectively manages team members, including technicians to ensure team objectives and sales goals are being carried out.
- Assists with or perform administrative tasks.
- Develops working knowledge of industry regulations, restrictions and laws and ensure service department adheres to all regulations.
- Sets up and maintains service desks, including managing service desk team members and evaluating desk efficiency.
- Monitors department issues and client complaints to define patterns and work to lessen those recurring issues.

## Sales Executive

### Frame Business Associates

12/2013 – 03/2015

Kerala, India

Kurl-On Enterprises LTD

#### Achievements/Tasks

- Organized sales visits and maintains accurate records of Sales.
- Reviewed sales performance, monthly and establishing new business.
- Negotiating contracts and packages with Customers.
- Aimed to achieve monthly or annual targets.

## SKILLS

Fluent in MS Excel & Word

High Commanding Power

High Communication Skill

Customer Service & Customer Care

Leadership

Valid UAE Driving License

## EDUCATION

### Associate Degree

IGNOU University, JDT Islam Community College, Calicut

05/2011 – 12/2013

Kerala, India

#### Courses

- Bachelor of Computer Application -BCA

## LAUNGANGES

English

Malayalam

Hindi

Tamil

Native or Bilingual Proficiency

Native or Bilingual Proficiency

Elementary Proficiency

Native or Bilingual Proficiency

## PERSONAL

Profile : Male, Married

Date of Birth : 07-03-1993

Nationality : Indian

VISA Status : Employment Visa

Passport Number : K6467234

License Number : 2492982

## INTERESTS

Movies

Travel