



MOHAMMED RIZWAN

+971582407160

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
Visa : Visit Visa (10 Feb 2021)

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.