

CURRICULUM VITAE



AJMAL A RASHEED
DUBAI

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UAE DRIVING
LICENSE HOLDER

Personal Details

Date of Birth
19/08/1993

Gender
Male

Nationality
Indian

Passport Details
No: M7175919

Technical Skills

- **MS OFFICE**
- **EXCEL**
- **AUTOCAD**
- **TALLY**

Career Objective

Looking for a challenging position of responsibility, one which provides unlimited opportunity for professional growth and career advancement in training and to achieve a successful and rewarding professional and personal growth and at the same time contribute significantly to the organization's growth and add value to all tasks assigned.

Education

B Tech Mechanical Engineering , Kerala University : 2016

Professional Diploma in Computerized Financial Accounting

Kerala Rutronix : 2017

Higher Secondary , Kerala Board : 2011

Secondary , CBSE : 2009

Work Experience

FIGURE 360, DUBAI.

SALES COORDINATOR (04/2020-10/2020)

- Setup meeting with potential clients and listen to their concerns.
- Prepare and deliver appropriate presentations on products and services.
- Create frequent reviews and reports with sales and financial data.

MERAMAR LOUNGE AND CLUB EXPERIENCE, DUBAI.

OPERATIONAL COORDINATOR (11/2018-03/2020)

- Providing extensive clerical and administrative support to staffs
- Managed team of employees, overseeing the hiring, training, and professional growth of employees.
- Worked directly with the team to achieve the result

DAPTON INFRASTRUCTURE Pvt Ltd. INDIA

SALES ENGINEER (03/2017-09/2018)

- Establishing new and maintaining existing relationship with customers.
- Persuading clients that a product or service will best satisfy their needs.
- Coordinating and supervising sales projects.
- Negotiating with suppliers and vendors to ensure the best contracts.

Declaration

I hereby declare that the above furnished details are true to the best of my knowledge and belief.

AJMAL A RASHEED