

CURRICULUM VITAE



JABIR MUHAMMED

📍 Ras Al Khaimah
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PERSONAL PROFILE

Nationality : Indian
Date of birth : 21-05-1998
Sex : Male
Marital Status : Single
Religion : Muslim

Passport Details:

Passport No : T1686071
Place of Issue : Dubai
Date of Expiry : 19-12-2028

CAREER OBJECTIVE:

Seeking a career, suitable to my qualification in a fast passed organization, where there is lot of opportunity for self- development and learning, and where in I can put in the best of my efforts and knowledge towards the achievement of organizational goals.

WORK EXPERIENCE:

❖ WORKED AS A PRO AND TYPIST IN AL NASR TYPING CENTER RAS AL KHAIMAH

Responsibilities Include

- ✓ Interact with customers and the general public, in person and through social media, providing information about the business and creating posts on different platforms to attract attention.
- ✓ Establish and control all aspects of press conferences to maximize exposure and ensure public image.
- ✓ Create relationships with community representatives and strengthen the relationships as much as possible.
- ✓ Answer inquires clients have, providing information clearly and accurately
- ✓ Establish a marketing strategy and put a plan into action, ensuring the entire marketing team is working together toward one goal.

❖ WORKED AS A SALES EXECUTIVE IN STAR BUILDING EQUIPMENT RAK

Responsibilities Include

- ✓ Managing the sales process for new prospects, from initial contact through to closure.
- ✓ Dealing with customer enquiries face to face, over the phone or via email.
- ✓ Developing & maintaining successful business relationships with all prospects.
- ✓ Identifying what customers want.
- ✓ Contacting prospective customers and discussing their requirements.

❖ WORKED AS MARKETING EXECUTIVE IN ASMARA ADVERTISING

Responsibilities Include

- ✓ Identified ways to increase sales of client products and services.
- ✓ Worked with clients to determine realistic marketing budgets.
- ✓ Managed customer relations efforts for each client.
- ✓ Identified traditional online and social advertising and marketing opportunities.
- ✓ Developed and implemented strategic marketing plans and tracked results.

EDUCATION:

- **BBA** in London American City College RAK (**Currently Pursuing**)
- **Higher Secondary** - New Indian School Ras Al Khaimah (**2016-2018**)
- **SSLC** - Indian School Ras Al Khaimah (**2015-2016**)

SKILLS:

- Smart and able to improve and develop my work and scientific skills
- Work under pressure(Hard work)
- Organized ambitions
- Accurate and like team working
- Excellent time Management
- Excellent Communication skills

COMPUTER KNOWLEDGE

- Ms Excel, Tally 9.0
- Software Maintains
- Photoshop and Ms Office

TECHNICAL

- Computer Hardware

DRIVING LICENSE DETAILS

Permitted Vehicle : Light Vehicle
License No : 181679
Place of Issue : Ras Al Khaima
Date Of Expiry : 14-07-2024

LANGUAGE KNOWN

- English
- Arabic
- Hindi
- Malayalam

REFERENCE

I am expecting from your presence granting me a chance to work in your company,
I promise you that I will spend my maximum efforts.

Jabir Muhammed