



THOUFIQ AHAMED P

ABOUT ME

I am punctual and motivated individual who is able to work in a busy environment and produce high standards of work. I am an excellent team worker and I am able to take instructions from all levels and build up good working relationship with all colleagues. I am flexible, reliable and possess excellent time keeping skills.

CONTACT

ADDRESS

Al Barsha, Dubai, UAE

PHONE

+971 501210903

EMAIL

thoufiqahamed02@gmail.com

VISA STATUS

Visit visa

PERSONAL DETAILS

Date of Birth : 07.03.2002

Age : 20

Gender : Male

Nationality : Indian

Civil Status : Single

Passport no : V2061887

ENGLISH

TAMIL/MALAYALAM

WORK EXPERIENCE

SALES SUPERVISOR at STYLE PARK MENS WEAR. (INDIA)

January 2021 - December 2021

- ❖ Understand customer needs and offer solutions and support
- ❖ Organize and coordinate sales representatives' schedules
- ❖ Research potential leads from business directories, web searches, or digital resources
- ❖ Recruit, hire, and train new sales representatives
- ❖ Receive and report on all sales leads
- ❖ Supervise sales representatives and assistants
- ❖ Answer potential customer questions and follow-up call questions

DATA ENTRY at SPARK AVENUE TRICHY. (INDIA)

February 2020 – November 2020

- ❖ Gathering invoices, statements, reports, personal details, documents and information from employees, other departments and clients.
- ❖ Scanning through information to identify pertinent information.
- ❖ Correcting errors and organizing the information in a manner that will optimize swift and accurate capturing.
- ❖ Creating accurate spreadsheets.
- ❖ Entering and updating information into relevant databases.

OFFICE ASSISTANT at NETWORLD. (INDIA)

June 2019 – January 2020

- ❖ Handling incoming calls and other communications.
- ❖ Managing filing system.
- ❖ Recording information as needed.
- ❖ Greeting clients and visitors as needed.
- ❖ Updating paperwork, maintaining documents, and word processing.
- ❖ Helping organize and maintain office common areas.
- ❖ Performing general office clerk duties and errands.

EDUCATION

- ❖ **Bachelors of Business Administration (BBA) – 2021 (65%)**
- ❖ **Higher Secondary School (HSC) – 2018 (65%)**
- ❖ **SSLC Education – 2016 (60%)**

SKILLS SUMMARY

- | | |
|--------------------|----------------------|
| ➤ Time Management | ➤ MS Office |
| ➤ Problem-Solving | ➤ Tally ERP 9 |
| ➤ Communication | ➤ Team Work |
| ➤ Customer Service | ➤ Organization |