



MOHAMMED ABDUL RAHIMAN

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Doha, Qatar(Work Visa)

Looking out opportunities in Customer Services/Sales/Administrator/Digital marketing

A Professional with over 9 years of experience in business & administration management

EDUCATION

- **Master's in international business,**
St Joseph's College of Commerce, Bangalore, India
- **Bachelor's in business management**
CMS College of Science and Commerce, Coimbatore, India
- **XII (Central Board of Secondary Education),** Kerala, India

TECHNICAL SKILLS

- **Navision ERP**
- **Microsoft Excel**
- **Microsoft Word**
- **Microsoft PowerPoint**
- **Internet applications**

PROFESSIONAL EXPERIENCE

✦ **CASABLANCA TRADING AND SERVICES CO, DOHA- QATAR** (Group of companies that works in various fields)

Operations & Sales Manager- Working since June 2021

- * Overseeing the operations & sales of the company
- * Perform quality controls and monitor budget
- * Find new methods to increase customer base
- * Contacting potential client to establish rapport
- * Finding ways to enter new markets
- * Recruit, train and supervise staff
- * Developing quotes and proposal for clients

✦ **FAMOUS GROUP, KERALA, INDIA** (Famous group is a chain of supermarket and bakery in Kerala, with more than 500 shops in the state)

Sales Manager- August 2016- January 2018

- * Oversee local and regional sale
- * Prepare sales budgets and projections
- * Managing and resolving customer complaints regarding a product or service
- * Dealing with customers face to face and selling products directly

✦ **JT MINING AND CONSTRUCTION Pvt. Ltd , KERALA, INDIA** (Mining and construction-company that operates in South India which undertakes government contractual works)

Director of Operations- February 2018 – May 2021

- * Defining, complementing and revising operational policies and guidelines for the organization
- * Developing and exercising new growth directions
- * Keep track of company revenue margins and conduct budget revenues to maximize profit
- * Overseeing client support service
- * Managing procurement and resource allocation

✦ **TSEPAK TECHNOLOGIES Pvt. Ltd, BANGALORE, INDIA** (Founder company of the app Goodbox which provides a platform for all business types to reach their end customers)

Relationship Manager : September 2015 – August 2016

- * To create and conserve relation with customers
- * Research on how to expand customer base
- * Innovations in marketing
- * Demonstrate the app for customers
- * To find solutions for the difficulties faced by customers
- * Train and equip interns and new staffs appointed

ARCON INLAND Pvt. Ltd, KERALA, INDIA

(Architectural firm is specialized in building, completion and repair works for villa project all over Kerala)

Business Development Officer June 2013- August 2015

- * Increase and retain client base
- * Research and prepare for potential property show
- * Social Media Marketing, Implementing Branding guidelines & Policies
- * Negotiating with external vendors, property brokers on various marketing ads
- * Handling with delays or emergencies caused in construction sites