

Abdul Rahiman

CAREER OBJECTIVE

Focused professional with 3.5 years of experience and a proven knowledge of customer service, vendor and executive support. Aiming to leverage my skills to successfully fill a challenging leadership position in the organisation

WORK EXPERIENCE

SALES AND MARKETING EXECUTIVE

Oct 2021 - Present

Safa Al Shams

(MARKETING TO GALADARI MOTOR DRIVING CENTER)

- Meeting with clients virtually or during sales visit .
- Demonstrating and presenting service as deemed by client.
- Executing promotional activities .

CUSTOMER SERVICE REPRESENTATIVE, ADMINISTRATIVE ASSISTANT

Jul 2019 - Aug 2021

Ideal boards and furniture

- Makes product knowledge readily available to self and other sales staff through various resource.
- Respond customer questions and acknowledging and resolving complaints.
- Ensure customer satisfaction and providing professional customer support
- Carries out administrative duties such as filing, typing, scanning etc.
- Exhibits polite and professional communication via phone calls, e-mails.

EDUCATION HISTORY

BACHELOR OF BUSINESS MANAGEMENT

**Rosario college of business management,
Mangalore**

- Specialised in Human Resources Management and Auditing.
- Advanced in MS-Office

SKILLS

- Ambitious and mindful.
- Strong organisation skills.
- Cost reporting and Management.
- Adaptable and agile.
- Receptive and resourceful.
- Conflict resolution and de-escalation.



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PERSONAL DOSSIER

Date of birth : 11/03/1996

Nationality : Indian

SOFT SKILLS

- Team-work.
- Problem solving.
- Time management.
- Work ethics
- Creativity
- Multitasking

LINGUISTIC SKILL

- English
- Hindi
- Malayalam