

Curriculum



ALTHAF MOHAMMED ASHRAF

Contact: +971 545730611

E-Mail: althafmohammedashraf@gmail.com

EMPLOYMENT DETAILS

E Travels FZE Dubai

From – Nov 2020 – Mar 2021

Marketing and Typing

Responsibilities:

- Arrange visas (work permit, visit visa etc.) for new staff and their family.
- Schedule staff's visa, medical, coordinating with other internal and external departments.
- Collect all appropriate documentation necessary for visa and permits required to be processed.
- Organize visas for holiday and business related travel for managers as required.
- Responding to staff queries on Visa/ Labor/ Passport related matters.
- Ensure all visa, medical and labor permits are up to date and arrange a timely renewal.
- Assist in all general inquiries concerning labor and immigration matters.
- To submit required documentation to the banks and process bank transactions as advised.
- To renew all company related licenses.

Doctor Vending LLC Dubai

From – 2017 – Sept 2020

Company PRO

Responsibilities:

- Arrange visas (work permit, visit visa etc.) for new staff and their family.
- Schedule staff's visa, medical, coordinating with other internal and external departments.
- Collect all appropriate documentation necessary for visa and permits required to be processed.
- Organize visas for holiday and business related travel for managers as required.
- Responding to staff queries on Visa/ Labor/ Passport related matters.
- Ensure all visa, medical and labor permits are up to date and arrange a timely renewal.
- Assist in all general inquiries concerning labor and immigration matters.
- To submit required documentation to the banks and process bank transactions as advised.
- To renew all company related licenses.

Anugraha Super Market, Bangalore

From – 2013 - 2016

Sales Representative

Responsibilities:

- Maintaining sales volume, product mix, and selling price by keeping current with supply and demand, changing trends, economic indicators, and competitors.
- Establishing and adjusting selling prices by monitoring costs, competition, and supply and demand.

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- Devising strategies and techniques necessary for achieving the sales targets.
 - Contributes to team effort by accomplishing related results as needed.
 - Responsible for not only selling but also maintaining and improving relationships with the customers.
 - Maintaining necessary data and records for future reference.
 - Assisting customers in selecting the right product and thereby increasing the sales volume
 - Achieving growth upon sales targets and outcomes within schedule
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- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.

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- SSLC from GHSS Uppala, Kerala State Board in 2011.
 - Pre-university College: Mangalore in 2013.
 - Diploma in Tourism & Travel Studies at Kasaragod in 2013.
 - Diploma in MS office at Kasaragod in 2013.
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PERSONAL DETAILS

Date of birth	24th May 1995
Nationality	Indian
Sex	Male
Passport Number	N2164655
Address	Shahanaz Mansion, Near Juma Masjid Uppala PO Box: 671322
known	English, Malayalam, Hindi, Tamil and Kannada.
Visa	Visit Visa expires on 25th May 2022

Place: United Arab Emirates (UAE)

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