



## MOHAMMED RAFI KHAN

- mohdrafikhan1717@gmail.com
- +971525361213(Dubai)
- C/5, Malad Ganga Chs Ltd, Mith Chowky, Link Road, Opp  
MMC Hall, Malad West, Mumbai-400064

### □ Career Objective

Sales professional with 4+ years experience in lead generation and lead qualification, proven customer service, and communication skills to effectively fill the Sales Associate role in your company.

### □ Personal Details

- Date of Birth : 24th Feb.1995
- Marital Status : Unmarried
- Nationality : Indian
- Gender : Male
- Passport No. : M9734721
- Passport Validity : 28/05/2025
- Contact Number : +919619453644(WhatsApp)

### □ Training And Qualifications

- **Bachelor of Commerce**  
*April.2017*  
Mumbai University
- **Higher Secondary Certificate(H.S.C)**  
*February.2014*  
Mumbai Divisional Board
- **Secondary School Certificate(S.S.C)**  
*March.2012*  
Mumbai Divisional Board

### □ Skills

- Sales, Team Building, Problem Solving, Decision Making.
- Microsoft Office, Marketing, Product Analysis.
- Handyman: Working with hands, Negotiating: Negotiation skills, Sales skills: Persuading people, People oriented: Customer service skills.

### □ Languages Known

- English. • Marathi. • Hindi. • Urdu.

## Strengths

- Good communication skills and public relations.
- Good observer and Quick learner.
- Flexibility and Adaptability. Honesty and Integrity.
- Ability to take initiatives.
- Inquisitive and hard working with an eye for details.

## Activities

- Watching Documentaries and Sports over the weekends.
- Improving Communication Skills.
- Performing Other Islamic Activities.

## Career Summary

### ● CLASSIC NUMBER PLATE (MUMBAI)

*September.2020 - March.2021*

Area Manager

- Manage and prioritize our partners.
- Handling Accounts, Daily Sales Report, and Performs Inventory. Schedule meets to ensure that the staff is focused.
- Coordinate communication, track and follow up on request, and identify those of importance which require immediate attention.

### UBER EATS (MUMBAI)

*January.2019 - March.2020*

Delivery Partner

- Handling Other Delivery Partner queries. Training new joinees.
- Looking after all the complaints of customers and restaurants and making sure that all the parcels are been delivered on time.

## **CLASSY DESIGN**

*September.2017 - December.2018*

Digital Marketing and Exhibition Designing

- the Furnitures.
- Selling furnished Furnitures and Raw materials Online,as well as in Retail and Wholesale Handling Accounts, Daily Sales Report, and Inventory.
- Coordinating with our source partners and managing clients and maintaining records.
- Handling Cash flow.

## **NEXT SERVICES (U.S. MEDICAL BILLING)**

*August.2017 - April.2018*

Associate Team Member

- Keeping a check on Customer Status, Eligibility, Work Profile, Customer Insurance, and Coverage.
- Reverts to every Mail and Calls on daily basis.
- Maintaining Daily Mail Reports.

## **Bosch and Siemens (HOME APPLIANCES)**

*March.2014 - September.2014*

Senior CSA

- Attending calls, solving customer related problems and queries.
- Discussing customer issues with clients, taking escalation calls, and solving issues on hand and informing branch head via. mail.
- Transferring daily reports to team members and training new employees.

## **Authenticity**

The above mentioned information is true to the best of my knowledge.

**MOHAMMED RAFI SHAFI KHAN**