



MOMIN SALMAN

Contact Information:

Nakheel Street

Deira Dubai -UAE

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E-Mail:

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Personal Data:

DOB : 20th May 1997

Sex: Male

Nationality: Indian

Marital Status: Single

Visa status : **Visit Visa**

Languages Known:

Fluent - English, Hindi,
Urdu, Kannada

RESUME

Objective

Seeking a challenging and rewarding opportunity with an organization of repute, which recognizes & utilizes my true potential while nurturing my analytical and technical skills in the field of **SALES & MARKETING**

Career objective

- Excellent in decision making and having strong sense of responsibility
- Team player with proven critical thinking and problem solving skills
- Good PC skills, expertise in MS-Office, and accounting software's (Diploma in Computer Application)
- Expertise in Accounting System Tally ERP-9 Designing/Implementing system & procedures
- Done Junior Typewriting with high speed limit
- Good Communication & Interpersonal skills
- Possess knowledge of Marketing Functions which includes Sales & promotion activity for Organization Development...

Academic Record

- **B.com - Bachelor of Commerce 2017-18 Dharwad University Karnataka**

Splz- (Accountancy ,Sales & Marketing, Cost accounting statistics, Economics
- **XII Commerce -Anjuman Pre University College Bhatkal -PU Board, Karnataka.**

Professional Qualification

Diploma in computer application
Mice -Bhatkal

Computer Proficiency

- **Microsoft Office** (Microsoft Word, Excel, Outlook, Power Point etc.)
- **Operating Systems-** (Windows XP, Vista, 7 and Windows 8 etc.)
- **Accounting Software - Tally ERP9**

Non-Technical

Represented college at university level in football.

Competencies

- Good communication skills.
- Flexible and adoptability
- Co-Operative by nature
- Adapting to new environment
- Ability to follow instructions
- Team player with proven critical thinking and problem solving skills

Work experience :

AEGIS (FLIPKART seller support- Bangalore IND) from april-2019 to November 2019

- ❖ Generates and processes new sales leads as necessary
- ❖ Answers phone calls from customers and deals with problems as they arise
- ❖ Takes sales information and puts it into an easily readable format
- ❖ Follows up with customers to make sure that they are satisfied with a particular product
- ❖ Makes sure that sales persons are on track with sales goals
- ❖ Meets with other departments to make sure that sales people are doing their job correctly
- ❖ Provides any necessary data or reports to the sales team
- ❖ Exerts attention to detail, as customers may have the same problems; reports the problems as necessary
- ❖ Arranges appointments with clients and sales team
- ❖ Acknowledges customers by responding to emails, texts, and phone calls
- ❖ Updates all contact information for clients
- ❖ Deals with any customer complaints and resolves the issue as necessary
- ❖ Arranges travel and accommodations for any sales person that is meeting clients outside of the office
- ❖ Does any necessary administrative work including filing reports or presenting sales team with necessary documents

Declaration

I confirm that the information provided by me is true to the best of my knowledge and belief.

MOMIN SALMAN