

## CURRICULUM VITAE



**AJMAL A RASHEED**  
DUBAI

Mob: **0555863554**

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**gmail.com**

**UAE DRIVING**  
**LICENSE HOLDER**

### Personal Details

Date of Birth  
**19/08/1993**

Gender  
**Male**

Nationality  
**Indian**

Passport Details  
**No: M7175919**

### Technical Skills

- **MS OFFICE**
- **EXCEL**
- **AUTOCAD**
- **TALLY**

## Career Objective

Looking for a challenging position of responsibility, one which provides unlimited opportunity for professional growth and career advancement in training and to achieve a successful and rewarding professional and personal growth and at the same time contribute significantly to the organization's growth and add value to all tasks assigned.

## Education

**B Tech Mechanical Engineering** , Kerala University : 2016

**Professional Diploma in Computerized Financial Accounting**

Kerala Rutronix : 2017

**Higher Secondary** , Kerala Board : 2011

**Secondary** , CBSE : 2009

## Work Experience

**FIGURE 360, DUBAI.**

**SALES COORDINATOR (04/2020-10/2020)**

- Setup meeting with potential clients and listen to their concerns.
- Prepare and deliver appropriate presentations on products and services.
- Create frequent reviews and reports with sales and financial data.

**MERAMAR LOUNGE AND CLUB EXPERIENCE, DUBAI.**

**OPERATIONAL COORDINATOR (11/2018-03/2020)**

- Providing extensive clerical and administrative support to staffs
- Managed team of employees, overseeing the hiring, training, and professional growth of employees.
- Worked directly with the team to achieve the result

**DAPTON INFRASTRUCTURE Pvt Ltd. INDIA**

**SALES ENGINEER (03/2017-09/2018)**

- Establishing new and maintaining existing relationship with customers.
- Persuading clients that a product or service will best satisfy their needs.
- Coordinating and supervising sales projects.
- Negotiating with suppliers and vendors to ensure the best contracts.

## Declaration

I hereby declare that the above furnished details are true to the best of my knowledge and belief.

AJMAL A RASHEED