

MUHAMMED RAZEEM.M.K

Highly accomplished sales professional with 10+ years of experience in the field of sales and administration. Advanced expertise in sales analysis and market strategy.



EXPERIENCE

 **MAJID AL FUTTAIM | CARREFOUR | DUBAI | UAE**
SECTION IN CHARGE | Since Jan 2011 To Dec 2019

- Processing High Volume of product orders and Invoices
- Checking of pricing & Contracts
- Maintain good and smooth communication with customers through different channels like web, email, and phone
- Prioritizing and managing the workflow
- Maintaining statical and financial records of sales
- Maintaining procedural documents and reports
- Demonstrated Strengths in **Account Management, Marketing Analysis And Sales, Strategy Development**
- Reporting Monthly sales to the sales team
- Supporting Sales Force to attain team objectives and targets
- Work alongside other Business, Finance and Technology
- Responsible for ensuring projects are kept on track, budgets updated and the effective management of Risks, Assumptions, Incidents and Dependencies at a local project level and the wider portfolio of projects in-flight and road mapped
- Communicating important details with customer related to customer feedback, support and services

 **OPAL COMBINATION | THANA | INDIA**
STORE MANAGER | June 2007-July 2010

- Assure timely deliveries of goods and supplies
- Manage staff and store**
- Ensure the pricing is competitive to attract customers
- Visited various companies as a part to catch orders
- Ensure safe loading, disloading and delivery of goods
- Maintaining Statical&Finanacal records of sales and other data

EDUCATION

 **KANNUR UNIVERSITY | INDIA | 2006**
Bachelors of Commerce.

REFERENCES

Available on request

GET IN TOUCH



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PROFESSIONAL SKILLS

MS OFFICE

SALES MANAGEMENT

HIGH SPEED TYPING

COMMUNICATION SKILLS

COMPUTER KNOWLEDGE

CUSTOMER RELATIONS



TECHNICAL SKILLS

MS OFFICE

DTP with Photoshop



PERSONAL INFO

Nationality :Indian

Visa Status : Visit Visa

Languages : English, Hindi, Malayalam

DOB : 27thJun '86

Marital Status : Married

UAE DRIVING LICENSE: 2051991