



MUHAMMED RAMSHAD KP

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PERSONAL DETAILS

Name : Muhammed Ramshad kp
 Father Name : Eni kp
 Nationality : Indian
 Religion : Muslim
 Date of Birth : 25-04-1996
 Passport no : M90411045
 Visa Status : Visit visa

UAE DRIVING LICENSE

Number : 3000371 (no: 3)
 Type : Light vehicle
 Issue Date : 13/11/2019
 Expiry Date : 12/11/2021
 Place of issue : Abu Dhabi



CBSE 10th (2013)

Completed with CGPA 8.4/10

KERALA BOARD 12th (2013-2015)

Completed with 88% in Commerce



UNIVERSITY OF CALICUT (2015-2019)

B.COM FINANCE Graduated with 70%

SKILLS

Communication



Team work



Computer skills



Leadership



OBJECTIVE

To work for a professionally managed company with a good organizational objective & friendly environment, in a capacity that offers Responsibility, Challenge and Job satisfaction and scope for organizational and personal development and growth

WORK EXPERIENCE

PUBLIC RELATION OFFICER CUM ADMINISTRATION MANAGER

Mohammed khalifa Dubai, UAE

2020-2021

- Better knowledge in all employees related government relations transactions (MOHRE, Director of Residency & Foreigners Affairs(GDRFA), Police Station, Airport, Embassies, Municipality, Courts, etc.) and medical application.
- Performing business and trade license application/renewal/closure and any necessary documents.
- follow up to complete the process of (Res-Visa & e-Work Permit) cancellation for all the Resign /Terminated employees on time in order to avoid fines.

SALES ASSOCIATE

2018-2020

Shoemart, Landmark group, Dubai, UAE

Centrepont, Landmark group, Dubai, UAE

- Basic understanding of sales principles and customer service practices
- Responsible in store operation standards and procedures
- Experience in "I PROMISE TO SERVE" Training
- Follow visual merchandising standards and guidelines
- Ability to work as a part of a team and take initiative independent of direct supervisions
- Handling back office and back store necessities

SALES MAN

2020

Bahar Al Bayan general trading LLC, Dubai, UAE

- Achieve the sales target
- Collect all outstanding credit prior to the due date
- Ensure planned daily route is covered in a disciplined manner
- Ensure overall customer satisfaction

SKILLS AND KNOWLEDGE

A Strong willingness to learn new skills and abilities and observe perception

Good communication, analytical and interpersonal skills

Excellent leadership skill

Decent knowledge in MS OFFICE AND TALLY

CERTIFICATION

- 2018 **M.S OFFICE AND TALLY** (GOVTOFINDIA)
- 2019 **Best Employee** of the month August

Languages

English



Arabic



Hindi



Malayalam



DECLARATION

I hereby declare that above mentioned statement are correct & true to the best of my knowledge and belief

Muhammed Ramshad