



MUHAMMED AZHAR

ADMINISTRATIVE

Provided administrative duties for sales executives. Responsible for the preparation of sales reports, correspondence and relevant documentation. Distributed information detected and all incoming and outgoing mail for the sales department, ensuring prompt responses to time-sensitive inquiries.

INTERNSHIP AND CAPABILITIES

- VRL LOGISTICS Bangalore
- Order processing.
- Material handling.
- Plan warehouse and distribution centre for efficiency in both operations and capacity.
- Strong numerical and analytical skill. Preparing reports.
- Displays initiative and independence and can work on own or as part of a team.
- Faithful to the work and the organization on any circumstance.
- Quick learner who can rapidly master with limited training.

CONTACT INFORMATION

- Address: Computer st, Al Gubaiba, Bur Dubai.
- Country: UAE
- Phone: +971561298928
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EMPLOYMENT HISTORY

MARKETING EXECUTIVE AND DATA ENTRY SPECIALIST. REDGLEE E COMMERCE KERALA 2020-2021

- Developed and implemented campaigns for email, social media and online advertisement.
- Developed and maintained online stores and worked with designers to create featured posts in the App.
- Analyzed market trends and compiled research to inform planning and strategy.
- Great speed and accuracy in data entry.

SALESMAN

LEVEL GENTS GARMENTS 2019 - 2020

- Present, promote and sell products using solid argument to existing and prospective customers.
- Reach out to customer leads through cold calling. Launching products with new designs in market.
- Establish, develop and maintain positive business and customer relationship.

ACADEMIC HISTORY

BHARATHIAR UNIVERSITY 2016-2019

- Bachelor of business administration in logistics
- Indira Gandhi college of arts and science
- XII Grade 2014-2016
- M.M higher secondary school Kerala

SPECIALIZATIONS

- Communication and Interpersonal skills.
- Work well with team or individual environment.
- Dedicated and Enthusiastic.
- Adaptability and Time Management skills.
- Multi-tasking and leadership skills.

SKILLS

- Ms Word
- Ms Advance Excel
- Ms Powerpoint
- English typing
- Designing
- Adobe Illustrator

LANGUAGES

- Hindi
- English

CERTIFICATIONS

- Graduation BBA Logistics
- Advance Excel
- Adobe Illustrator
- English typing
- Internship in logistics - Warehouse management
- Project work - Warehouse management

PERSONAL DOSSIER

- Nationality - Indian
- DOB - January 4 1997
- Passport number - U3681510
- Visa status - Visit visa