

MOHAMMED ARSHAD K



Location : Abu Dhabi, UAE
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PERSONAL PROFILE

Dedicated supervisor with strong key areas of an organization, commercially aware and able to communicate at all levels with the business.

I am multi-task oriented, proactive and passionate about my work.

Looking forward for career in an organization, where I can use my professional skills and knowledge, prove my hard work towards success and development in the company.

WORK EXPERIENCE

❖ **Supervisor**

Key Concept Engineering Construction, Kerala, India
Feb 2020 to Aug 2021

- Making sure employees that report to you meet performance expectations.
- Giving instructions or orders to subordinate employees.
- Ensuring that the work environment is safe, secure and healthy.
- Meeting deadlines.
- Approving work hours.
- Ensure great customer service at all levels.

❖ **Marketing Executive**

EZY cart, Kerala, India
Jan 2019 – Feb 2020

- Contributing to the development of marketing strategies.
- Conducting market research on rival products.
- Designing and implementing marketing plans for company products.
- Coordinating with media representatives and sponsors.
- Working with the sales team to develop targeted sales strategies.
- Answering client queries about product specifications and uses.
- Maintaining client relations.

SUMMARY

Seeking challenging opportunities around customer service, for professional advancement, personal improvement and career progression at your reputable organization.

SKILLS

- Customer Service
- Team Work
- Persuasion Skills
- Sales Techniques
- Active Selling
- Problem Solving
- Time Management
- Cashiering
- Plan Formulation
- Resource Allocation
- Quality Assurance

EDUCATION

- Higher secondary education completed.
- High school – **SSLC**

COURSES

- Diploma in **Mobile technician**, Kerala, India.

❖ **Salesman**

MAX center, Abu Dhabi, UAE

March 2017 to Aug 2018

- Greet customers.
- Help customers find items in the store.
- Check for stock at other branches or order requested stock for customers.
- Provide customers with information about items.
- Ring up purchases.
- Elevate complaints to management.
- Keep track of inventory.

PERSONAL INFORMATION

- Date of birth - 29th Feb 1996
- Nationality - Indian
- Gender - Male
- Marital status - Single
- Visa status - Visit visa

PASSPORT DETAILS

- Passport No - R1939794
- Issue date - 25th Oct 2017
- Expiry date - 24th Oct 2027
- Issue place - Kozhikode

PERSONAL PROFILE

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

TECHNICAL EXPERTISE

- MS word, Excel & PowerPoint
- Tally
- Managing Gmail, Outlook & yahoo mails...
- Knowledge of Mobile hardware & software

LANGUAGES KNOWN

- English
- Hindi
- Malayalam

HOBBIES & INTRESTS

I like to read newspaper I also enjoy walking; nature observing and specially participate in Environmental Protection activities.

REFERENCES

- Sarfaz Muhd
Hr. Assistant
First choice business Con.
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