



# Muhammed Shabeeb



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Dubai, UAE

**Date of Birth :** 18/061996

**Nationality :** Indian

**Status :** Single

**Visa status :** Visiting Visa

**Visa Validity :** 10.02.2022

## CAREER OBJECTIVE

To be associated with an organization which would give me rich exposure through diverse assignments and working with people of high caliber. I would constantly look out for challenges which would help me achieve my personal and professional goals.

My interest in timely accurate and efficient preparation and management of documents has let me to believe that I must seek career opportunities in a related field as to fulfill my long term ambitions.

## LANGUAGES

ENGLISH, HINDI, TAMIL AND MALAYALAM

ARABIC ( Base)

## EDUCATION

**Bachelor of Commerce (B.Com)**

ANNAMALAI UNIVERSITY

2017

## SKILL SETS

- Good working knowledge of office software (Word, Excel, Power Point, etc...) And a good level of computer literacy.
- Thorough knowledge of accounting and marketing.
- Hands on experience in marketing.
- Excellent organizational skills including an ability to prioritize activities and work with limited supervision.
- Strong analytical, problem solving organizational ability.
- Ability to deal with people diplomatically.
- Demonstrable ability to work on similar multiple projects and complete high quality work against strict and conflicting deadlines.

## WORK EXPERIENCE

### **SALES PERSON**

COMPANY NAME: EVERFRESH HYPERMARKET LLC

(HAMDAN STREET  
ABUDABI UAE)

(Period from 10.17.2017 to 20.10.2018)

#### **DUTIES**

Sales technique can be done over the phone or in person, and it typically involves contacts with prospective customers develop marketing campaign that includes advertising, public relations and cold-calling or canvassing for clients, and stock handling.

### **SHOWROOM&FIELD SALES CONSULTANT**

COMPANY NAME: MAHINDRA (ERAM MOTORS) (Automobile Industry)

(Period from 5<sup>th</sup> April 2019 to 17<sup>th</sup> Aug. 2021)

#### **DUTIES**

- Maximize sales and profit opportunities.
- Prospect for new business quality & establish.
- Solid relationship with existing and new customers.
- Present finance packages to the potential customers.
- Communicating with customers of product needs.
- Product introduction of new releases.
- Provide customers support by responding to customer inquiries and requests.
- The correct use of and maintenance of all equipment supplied by the company.
- Filling and maintenance of company records performs miscellaneous job related duties assigned.