

CURRICULUM VITAE

MOHAMMED AFREED

Mobile :+971- 545072907

E mail : Hafridmohammed0@gmail.com



Applying for : Sales Executive

Career Objective

To be a part of an organization that gives me scope to apply my knowledge and skills towards achieving organizational goals to the best of my potential in tune with the latest trends and be a part of a team that by dynamically and work towards the growth of the organization challenging my skills.

Career Summary

A dedicated , result oriented sales executive with 2+ years of experience in strong management and customer service experience. Acknowledged for excellent costumer handling and account handling. Seeking to excel my career as sales executive position in a reputable organization.

Education

- Diploma in Computer Tally and Excel.
- CEBA at at St. Aloysius College ,Mangalore – India
- Syed Madani High School , Mangalore – India

Experience

➤ **Sales Executive- (08-2018 TO 09-2021)**

Megha Electronics, Mangalore, India.

- Effectively communicated with other employees and upper management to ensure completecare of customers.
- Emphasized the specific product features that would stand out to customers, showing themproduct limitations and capabilities.
- Evaluated the customers' needs and provided service options to meet their requirements.
- Increased sales by the development and implementation of strategic plans.
- Informed customers about current promotions and sales, encouraging them to acquire theadvantage.

Computer Skills

- MS office (Word, Excel , Power Point, Outlook)
- Internet and E-commerce

Responsibilities

- Greet and welcome every customer in warm and friendly aspect and demonstrate excellent customer service at all times.
- Assisting customers to find the products they are looking for.
- Personal grooming attire as per the company norms.
- Handling Cash and credit card transactions
- Preparation of Profit and loss account and balance sheet.
- Maintaining and excelling the clients and business partner's databases.
- Finalization of Accounts
- Resolve Customer complaints, guide them and provide relevant information

Skills

- Multi-tasking and negotiation
- Strong communications skills.
- Customer Service and Handling.
- Quick learner.
- Responsible & smart worker

Personal Details

- Date of Birth : 17 April 1999
- Passport No : U4199678
- Gender : Male
- Nationality : Indian
- Languages : English , Hindi , Arabic(Only Read and Write), Kannada, Malayalam
- Address : Manjeshwar, Kerala ,India

Declaration

I hereby declare that all the above details are true and to the best of my knowledge and I promise you that I will be a dynamic personality who is very faithful and truthful to my work and responsibilities.

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