



DOB : 28 /03 / 1997  
Gender : Male  
Marital Status :Unmarried

## CONTACT



+971 522379702



ashikrahimuae@gmail.com



Abuhail, Uae, Dubai

## SKILLS

Interpersonal & Communication skills  
Collaborative Team player  
Leadership  
Excellent at customer service  
Professional  
Empathetic  
Professional & Customer  
focused service

## LANGUAGES

100 %

Malyalam

70 %

English

60 %

Hindi

## HOBBIES



# MUHAMMED ASHIK A R



## Objectives

An experience in prompt, courteous & efficient customer service while providing information & assistance by following company's policies & procedures, efficient handling of all emergencies & customer requests over telephone, coordinating with other department's executives for the implementation of quality service, prioritizing safety & keeping detailed records of all transactions, maintaining confidentiality & trust with the clients, passionate for service delivery, handling, recording & follow up of assigned tasks efficiently.



## Education

### Diploma in Computer Hardware Engineering

Govt. Polytechnic College Trivandrum | Kerala | India 2019

### Vocational Higher Secondary Course with Specialization in Computer Application | THS & VHSS, Kerala, India | 2016

THSLC | Technical High School, Kerala, India | 2014



## Work Experience

### Sales Officer | Bajaj FinServ Pvt. Ltd. | March 2021 - August 2021

Selling finance options to walk in customers at dealer location, converting cash /card paying customers to finance, tracking dealer payment, recording & reporting of field transactions to ensure compliance with the company's established policies and procedures.

### Sales Officer | HDB Financial Services | 2019 - 2021

Working close with the team leader, ensuring adequate documentation, submission of daily sales report, calling potential customers to explain company products and encourage purchases, developing in-depth knowledge of company products, maintaining an accurate record of all sales, scheduled customer appointments & handling customer complaints, collaborating with the marketing department to ensure that the company is reaching its target audience.

### Graphic Designer | Malarvadi Flex Printing | 2017 - 2018

Create and design various materials for print and digital collateral, ensure projects are completed with high quality and on schedule, Develop illustrations, logos and other designs using software or by hand.

### Computer Hardware | Extreme It Solution | 2016 - 2017

System Assembling, Software Installation, Operating system Installation, Computer service.



## Abilities

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Physically Strong | Quick learner | Tolerance & Understanding | Adaptability  
Creative & Problem-solving | Mindset | Time management | Conflict Resolution  
Attention to Detail | High performance standards



## Computer Skills

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MS Office | Adobe Photoshop | Zoom | Adobe Lightroom | Video making & editing  
Technology Savvy



## Character

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Self-aware | Committed to the greater purpose | Passionate Positive and calm minded  
Energized by the work | Self-directed responsible & accountable | Multitasking  
Knows & utilizes my strengths | Contributes to & support people around me for the best  
Integrity & open to feedback | Flexible & Co-ordinated | Frequently in flow  
Know to set clear boundaries | Healthy relationship between caring for self and caring  
for others or work | Engaging with different cultures.



## Passport Details

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Passport No : P4439083

Place of Issue : TRIVANDRUM

Date of Issue : 04.02.2017

Date of Expiry : 03.02.2027



## Declaration

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I hereby declare that the above particulars of facts and information stated are correct to the best of my belief and knowledge. All the facts in this resume are correct and truthful. I hereby declare that all the facts mentioned above are accurate, and I take full responsibility for their accuracy.

Muhammad Ashik A R