**CURRICULUM VITAE**

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**MUZAMIL**

Email: [muzamil.329322@2freemail.com](mailto:muzamil.329322@2freemail.com)

**CAREER OBJECTIVE:**

Intending to build a career and obtain a position in an interactive organization having a constructive workplace that utilizes my skills, encourages creativity & offers an opportunity to learn & develop, where demonstrated skills can be translated into improvement and profitability towards the growth of the organization and also my career through perseverance, dedication, confidence and discipline.

**PROFESSIONAL EXPIERENECE:**

**Company : BHARATHI ASSOCIATES**

**Position : Sales Coordinator** from May 2016 to November 2016

**Location :** **INDIA**

## DUTIES AND RESPONSIBILITIES:

## To help sales representatives improve their productivity and spend more time for sales,

## Provide a variety of support services and to contact customers.

## Arranging prospects and appointments with clients.

## making follow-up calls to confirm orders or delivery dates.

## Ensuring that representatives have sufficient quantities of sales support material, such as product brochures or case studies.

## acting as a first point of contact for urgent calls, emails and messages when sales representatives are not available

## Respond to complaints from customers and give after-sales support when requested

## Inform clients of unforeseen delays or problems

**ACADAMIC QUALIFICATION:**

* Master of Business Administration from H.R Institute of Higher Education, Hassan, in the year 2016
* Bachelor of commerce from St. Joseph first grade college, Hassan, in the year 2014.
* PUC from UES Presidency College, Hassan, in the year 2011.

**COMPUTER KNOWLEDGE:**

* Basics and M.S. Office Microsoft Excel, Microsoft Word, Retail software including retail Shopper (Tally), Tally Erp 9, My book Erp.
* Operating Systems: MS-DOS, WINDOWS 2000, XP, Vista

**PERSONAL ATTRIBUTES AND SKILLS:**

* Hard worker and team facilitator
* Organized thought process and well-structured problem dealing attitude with an edge of innovativeness
* Profound managerial qualities and skills to handle multiple works simultaneously
* Ability to handle both the internal activities of an organization as well as the external dealings with customers.
* Effective Communication skill and leadership qualities.
* Highly motivated to work as a team.

**PROJECTS:**

**1.** Organization study at “**BHARATHI ASSOCIATES**” Hassan.

**2.** Study on **Brand awareness** towards “**ROYAL ENFIELD”** Hassan.

## PERSONAL DETAILS:

Date of Birth : 15/03/1994

Gender : Male

Linguistic Ability : English, Urdu, Kannada & Hindi

Marital Status : Single

Nationality : Indian

Visa Status : Visit

**DECLARATION:**

I hereby declare that all details furnished above are true to the best of my knowledge. I am getting an Opportunity in your esteemed organization, I will do my best and excel. I am very confident that I can easily surpass my superior’s expectations with my work.

**PLACE: Dubai (MUZAMIL)**