**MOHAMED**

**MOHAMED.332865@2freemail.com**

# Objective:

To be a key team player in an organization cultivating my learning experience to facilitate the required skill set to empower the **Sales**, **Marketing, and Office Administration o**f a company.To obtain achallenging position in a professional organization so as to apply the best of my skills, qualification and expertise that I have earned from diverse experience.

**Personal Profile:**

* Nationality: Indian
* Marital Status: Single
* Date of Birth: 16th February 1991
* Languages Known: English, Hindi, Malayalam
* Religion : Muslim
* Reference : Can be provided upon request.

**Education:**

* B.Com (Bachelor of Commerce) 2010-2013
* HSE Board, Kerala, India, 2010
* SSLC Board, Kerala, India, 2008

**Additional Training Courses:**

* Computer Skills :

- MS Office Application

- Windows

- Data Entry

- Internet & Email Applications

- Adobe Professional, Photoshop, Linux

**Personal skills:**

* Results driven achiever providing robust organizational and communication skills.
* Versatile worker: able to work independently and within a team setting, under high pressure and fast paced environments.
* Keen learner and motivated professional eager to learn everyday to meet challenges.
* Strong interpersonal and multitasking skills.
* Strong people skills and efficient in managing pressure.
* Efficient in achieving sales targets and friendly demeanor.

**Work Experience:**

**BRD CAR WORLD LIMITED**

 From: May 2014 – June 2015

Position:**Sales & Marketing**

* Receive enquiries, Requests for Quotations, Purchase Orders and Price Agreements.
* Develop an in-depth understanding of our current car inventory and use that knowledge to encourage customers to make a purchase
* Explain to customer various types of car models available, as well as the terms of those services.
* Collaborate with our Sales Manager to offer attractive deals on used vehicles to interested custom
* Assist in setting up the sales lot or the showroom floor for promotions and to put new models on display.
* Demonstrated ability to gain client trust by providing exceptional follow-up, ensuring customers delivery requirements and leading to increased repeat and referral business.
* Solving customer queries and complaints by coordinating with other departments.
* Educating Customers about ongoing promotions and offers.
* Expediting Customer Related activities to ensure customer satisfaction at all times.

**Declaration: I hereby declare that the above-mentioned statements are true and supported by relevant certificates as and when called for.**