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 **MOHAMED**

Email: mohamed.336521@2freemail.com

**PERSONAL SUMMARY**

A confident and efficient graduate who can relate well to the working environment. Having ability to be continuously updated with the recent trends, able to work as part of the team, and has a flexible and proactive approach to work. Looking for an opportunity to WORK.

**CAREER OBJECTIVES:**

To reach the highest level of the career by continuously upgrading skills that require and growing with the company. Adapt quickly to any work with the basic philosophy of team work.

 **SKILLS PROFILE:**

* Highly experienced and trained employee, supervisor and leader with good human relations and communication skills.
* Dedicated to work and willing to accept challenges to achieve goals.
* Responsible, fixable, hardworking and competent to work under pressure.
* Able to interact and work effectively both independently and with a team to produce quality result.
* Able to work with minimum supervision.
* Dependable, and has a good camaraderie with co- worker.

**DUTIES AND RESPONSIBILITIES:**

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* Responsible for monitoring of stock status in the shop and warehouse.
* Analyzing all incoming stock according to the orders placed.
* Preparation of reports for damaged stock and out of stock materials.
* Receiving and monitoring goods from packing list.
* Responsible for attaching prices tags and security alarm device in every garment material.
* Supervision on team activities and duties.
* Dealing with customer’s needs and requirements.
* Achieving the target and trying it pass it.
* Maintaining customer service with new and existing customer.
* Co-ordinate daily activities and duties.

**Worked as a Sales Executive at Lornamead International Ltd India :**

* Listening to customer requirements and presenting appropriately the different products.
* Reaching sales goals as set by management. Develop customer base necessary to meet all sales forecasts and budgets.
* Maintaining and developing relationships with existing customers in person, and via telephone calls and emails;
* Maintaining and developing relationships with existing customers in person, and via telephone calls and emails;
* Identify and resolve client concerns.
* Manage good customer services through quality checks and other follow-up.

**ACADEMIC ACHIEVEMENTS:**

 • Participated in Internship programs.

 • Anchored various school activities.

* Managed and Headed sports and art clubs.

**LINGUISTIC ABILITY:**

● To speak: English, Hindi, Malayalam and Tamil

 ● To read: English, Hindi and Tamil

 ● To write: English, Hindi and Tamil

**ACADEMIC QUALIFICATIONS:**

* Bachelor of Commerce

**BHARATHI DASAN UNIVERSITY, Tamilnadu**

 ● Higher Secondary Education, HSE

 **GOVERNMENT OF TAMILNADU, India**

 ● CBSE BOARD GRADE (X)

 **GOVERNMENT OF TAMILNADU, India**

**SOFTWARE EXPOSURES:**

MS Access/ PowerPoint/ Excel/ Word/ Visual Basics/ HTML/ Photoshop cs6/ MYSQL, Java script.

**Operating system**:

* Well conversant with Windows XP, windows 7/8/10, MAC/Tally

**Proficiency in application software:**

* MS Access/ PowerPoint/ Excel/ Word/ Visual Basics/ HTML/ Photoshop cs6/ MYSQL, Java script

**PERSONAL PROFILE:**

Name       MOHAMED

Date of Birth 07/04/1988

Sex       Male

Marital status Married

Nationality Indian

Religion Muslim

**REFERENCES:**

Furnish upon request

**DECLARATION:**

I hereby certify that details given above is true and accurate in my best Knowledge and belief. If I get opportunity to work in your company that I will do my level best.

 **MOHAMED**