**CURRICULUM VITAE**



**MOHAMMED**

**Email:** **MOHAMMED.338009@2freemail.com**

**CARRIER OBJECTIVE:**

Never quits learning which will add something meaningful to my career & to the organization for which I will be working. Acquire a position in well-developed organization by implementing my knowledge to the best of my efforts and by working in an enthusiastic term oriented environment.

**ACEDEMIC QUALIFICATION:**

1) Master of Business Administration (2010-2012)

2) Bachelor of Commerce (2007-09)

**TECHNICAL QUALIFICATION:**

ERP ECRM CRM - Oracle

Internet

Windows and Office (MS-Word, MS-Excel, MS-PowerPoint)

**WORK PROFILE:**

1. **Organization** **:** Cigalah Groups, Dammam (KSA)

 **Designation** **:** Sales & Marketing Manager

 (From July 2014 to July 2016)

**Job Responsibilities:**

Communicate effectively with clients regarding their requirements.

Assist to back office with their day to day update regarding sales requirements.

Liaise between supplier and accounts departments to ensure smooth sales business. Coordinate and manage tasks to ensure material delivery within allotted timelines. Maintaining check list / Log book for the consignments. Identify problems in sales process, deliveries and resolve them in quickly and timely manner.

Able to work as part of a team in a fast placed and pressured environment, communicating effectively with both colleagues and clients and following verbal and written instructions. Update month end report & submit to accounts for their entry in system .Physically involve in sales task & promote if any new promotion require by clients. Rectify problems such as damages, shortages and non-conformance to specifications.

1. **Organization** **:** Bharti Airtel Limited

 **Designation** **:** Relationship Manager

 (From June 2010 to Feb 2014)

**Job Responsibilities:**

Communicate with customer & clients effectively.

Maintain purchasing and inventory information, files and record.

Day to day update excel sheet, regarding complains & billing issues. Make advance plan to solve paneling queries & solutions.

Other job & duties assigned by senior Manager if required.

Communicate in-between clients & our technical team, to solve their issues.

Maintains administrative workflow by studying methods, developing reporting procedures.

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| **STRENGTH:** |  |  |
| Honesty |  |  |
| Hardworking |  |  |
| Reliable |  |  |

**PERSONAL DETAILS:**

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| --- | --- | --- |
| Date of Birth | : | 15/03/1986 |
| Place of Birth | : | Raichur, India |
|  |  |  |
| Marital Status | : | Un-Married |
| Language Known | : | English, Kannada, Hindi, Urdu, Arabic & Telugu |
| Nationality | : | Indian |
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**DECLARATION:**

I hereby declare that information given above is true & absolutely correct to the best of my knowledge & belief.

**DATE :**

**PLACE**