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**Visa Status: Visiting Visa**



[**Safwa.n.379521@2freemail.com**](mailto:Safwa.n.379521@2freemail.com)

**SAFWAN**

SALES & ADMINISTRATION

**Place: Sharjah**

**CAREER OBJECTIVE**

**WORK EXPERIENCE**  
18 Months

To serve the best with a work profile that would utilize my strength, experience and qualities of self-motivation and interest to explore the new horizons my ability to be an efficient member of a team and to get opportunities for professional growth.

**AGE**  
22



**Education**

**Bachelors, Commerce**Mahesh College of Commerce and Management Graduated, May 2017   
Mangalore University Marks 76%  
Mangalore, Karnataka First Class with Distinction

**PUC**Sigma Institution of Commerce Graduated, 2014   
Karnataka Board Marks 82%  
Mangalore, Karnataka First Class

**SSLC**Nithyadar High School Graduated, 2011  
State Board Marks 72%  
Mangalore, Karnataka First Class



**Professional Qualifications and Affiliations**

* **Diploma in Facility Management in the Year 2016**
* **Tally in the Year 2018**



**Skills& Strengths**

* Analytical, good at problem solving and excellent in maintaining interpersonal relationship
* Flexible towards learning new concepts
* Self-motivated, good team player and fast learner
* Calm, honest, enthusiastic and possess excellent communication skills
* Good in Modern Technology
* Excellent in Computer Basics



**Work Experience**

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| **July 2016 – January 2017** **Sales Executive** **Adhishwar Marketing Ltd. Mangalore, Karnataka** |

**Roles & Responsibilities**

* Identifying business opportunities by identifying prospects and evaluating the position in the industry; researching and analyzing sales options.
* Selling products by establishing contact and developing relationships with prospects; recommending solutions.
* Maintaining relationships with clients by providing support, information, and guidance; researching and recommending new opportunities; recommending profit and service improvements.
* Identifying product improvements or new products by remaining current on industry trends, market activities, and competitors.
* Preparing reports by collecting, analyzing, and summarizing information
* Contributing to team effort by accomplishing related results as needed

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| **February 2017 – February 2018 Accounting Admin Assistant  D3 Estate and Constructions Ltd. Mangalore, Karnataka** |

**Roles & Responsibilities**

* Proficient in computer software programs, such as Microsoft Office applications.
* Strong typing skills, 50+ wpm
* Experience with office equipment such as fax machines, copiers, and scanners.
* Basic mathematical skills
* Basic knowledge of accounting and financial principles.
* Co-ordinating parking availability, security passes and the booking in of visitors and clients.
* Carrying out periodic health and safety checks
* Carrying out risk assessments



**Computer Proficiency**

* Microsoft Office Suite
* Tally
* Operating Systems Windows & MS Dos



**Languages**

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| --- | --- | --- | --- |
| **English** | **Kannada** | **Hindi** | **Malayalam** |



**Personal Interests**

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| --- | --- | --- | --- | --- | --- |
| **Football** | **Tennis** | **History** | **Technology** | **Sports** | **Internet** |



**Personal Details**

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|  |  |
| **Date Of Birth** | **18th July 1995** |
| **Gender** | **Male** |
| **Nationality** | **Indian** |
| **Marital Status** | **Single** |
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**Declaration**

**I, Safwan, hereby declare that the information contained herein is true and correct to the best of my knowledge and belief**.

**(Reference Available On Request)**