*OBJECTIVE*

*Shafiq*

*DOB- 14.02.1996*

[*shafiq-394111@2freemail.com*](mailto:shafiq-394111@2freemail.com)



EXPERIENCE

Worked as a Part time Sales Coordinator

(July 2018-May 2019)

To secure a position which gives scope for learning and undertaking professional challenges, by displaying good interpersonal and team management skills.

* *Maintaining high profile network with important clients in the area.*
* *Assisted as a single point of contact between the management and the customers.*
* *Maintaining accurate profile and history of all the clients in the database.*
* *Coordinated with the senior management in the pitch process- for the customer to buy suitable vehicle.*
* *Efficiently completed invoicing process and the registration of the vehicle.*
* *Assisted the sales team to provide consistency in customer satisfaction and to complete the showroom administrative works.*
* *Promoted sales within the showroom and outside of the sales area.*
* *Achieved the Sales target for July – Sept. 2018*
* *Train new administrative staffs in customer handling.*

Worked as an Intern

(May 2018-July 2018)

SKILLS

*WORK*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| *MS-POWERPOINT*  *MS-WORD* |  | |  |  |  |  |
|  | |  |  |  |  |
| *MS-EXCEL* |  | |  |  |  |  |
| *TALLY 9.0* |  | |  |  |  |  |
| *PERSONAL* |  | | | | |  |
| *COMMUNICATION* | |  |  |  |  |  |
| *TEAM PLAYER*  *INTERPERSONAL* |  |  |  |  |  |  |
|  |  |  |  |  |  |
| *TACTFUL, DECISION MAKING* | |  |  |  |  |  |

* *Conducted an organizational study on the behavior of the clients while buying a vehicle.*
* *Documentation and providing service packages to the clients.*
* *Weekly reports to the management and the mentor.*
* *Assisting the client in completing the registration process upon buying of the vehicle.*

EDUCATION

*Master of Business Administration (2017-2019) School of Management, Manipal*

*Manipal Academy of Higher Education Human Resource and Marketing*

*Bachelor of Business Management (2014-2017) Upendra Pai Memorial College, Udupi, Karnataka*

*Mangalore University*

*Pre University (2012-2014) Manipal Pre University College, Manipal, Karnataka*

*Department of Pre university Education*

|  |  |
| --- | --- |
| *LANGUAGES*    *English, Hindi, Kannada, Malayalam, and Tamil.*  *INTERESTS*  *Anchoring Sports enthusiast*  *Playing individual and team sports*  *–Athletics, Volleyball, Cricket, Chess & other indoor- outdoor games.* | *SSLC (2011– 2012) Green Park Central School, Hiriadka, Karnataka*  *ICSE Board*    *PROJECTS*    *An organizational study on Client buying behavior for used cars - Udupi cars.*    *Minor thesis on Comparative Study of Work life stress in educational and corporate sector in Manipal.*    *ACCOMPLISHMENTS*    *Certified Brown belt holder in “Kobudo Budokan Karate“Since 2009.*    *Participated in the “Aloysius Inter-collegiate Volleyball tournament” held in St. Aloysius Autonomous College, Mangalore 2016*    *Won first place in the “Colloseum 2018” Volleyball tournament conducted by School of management, Manipal*    *Won second place in the “Colloseum 2018” Cricket tournament conducted by School of management, Manipal*    *Participated in the Inter-Mahe Volleyball tournament for two consecutive years 2018-2019*    *Participated in District Level Volleyball tournament in the year 2013-14*    *Participated in organizing the college fest in Upendra Pai Memorial College 2016-17*    *Employee of the month for consecutive three months July – Sept. 2018.* |
|  |  |

DECLARATION

I hereby declare that all the details furnished are true to the best of my knowledge.

Name: Shafiq

Place: ABU DHABI, UAE