**CURRICULUM VITAE**



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| **MUSTHAFA** | [**Musthafa.382207@2freemail.com**](mailto:Musthafa.382207@2freemail.com) | | |
| **DUBAI-UAE** |  | | |
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**CAREER OBJECTIVES:**

To lead a challenging career and to work in an organisation, where I can contribute my knowledge and skill for the growth of the organisation, which gives an opportunity for better learning, and excellence in the latest technology.

**SKILLS:**

* Good communication and presentation skills.
* Strong mental acumen and ability to learn things.
* A positive attitude towards work and working in a team.
* Ability to co-ordinate and complete jobs in time, & efficiently.
* Willingness to learn and take-up new assignments.
* Energetic, dedicated, committed and self motivated to perform & succeed.
* Can work under pressure and meet deadlines.

**ACADEMIC PROFILE:**

* Higher Secondary Education
* Diploma in Travel& Tourism (Speed Wings Aviation Academy, Cochin )

**COMPUTER SKILLS:**

* Accounting (Tally)
* Packages : MS-OFFICE
* Uses of Internet & Email.

**Major Strengths.**

* + Self motivated
  + Team player.
  + Seek to improve efficiency in working level
  + Positive & flexible.
  + Able to grasp new challenges.
  + Excellent relationship management skills

**EXPERIENCE:**

* **Worked as Physical Trainer cum P.R.O ( Nashwan Gym, Al-Qusais-Dubai ) from June 2006 to May 2011.**
* **Worked as Sales & Marketing Officer cum P.R.O ( Body Tech Nutrition, Al-Qusais, Dubai from June 2011 to July 2014).**
* **Worked as P.R.O cum Sales in charge ( Al Beed Trading LLC, Dubai** ) **from August 2014 to December 2014.**
* **Presently working as Physical Trainer in ( RTA - Roads and Transport Authority Headquarters Dubai, Umm Ramool 2015 January onwards)**

**Responsibilities.**

* Sales & Marketing daily basis.
* Maintain daily Accounts records.
* Sales Administration support and filing
* Maintain & Develop existing customer keep tracking with customer
* Generating good relationship with customer.

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| **PERSONAL DETAILS:** |  |
| Age and Date of Birth | - 29, 25/05/1986. |
| Nationality | - Indian. |
| **Languages Known** | **- Arabic , English, Hindi & Malayalam ( Read/Write/Speak )** |

**Valid UAE Driving License Holder**

**Received Appreciation Certificate for Good Trainer from RTA Authorities.**