

RAHBAR SAFRAJ

SALES AND ADMINISTRATIVE COORDINATE



CONTACT ME



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14 - 10 - 1999



KERALA

RELEVANT SKILLS

- Quality customer service
- Fluency in english
- Time management
- Critical thinking
- Problem solving
- Active learning
- Quick learner
- Written & verbal Communication

LANGUAGES

- ENGLISH
- HINDI
- MALAYALAM

CAREER OBJECTIVE

Seeking challenging role in a quality environment where my knowledge and experience can be shared and enriched. looking for the opportunity where i can improve my skill bringing out the best of my talent and effort. Goal-driven professional aiming to excel in sales and administration duties. exceed targets through strong communication and relationship-building skills.

WORK EXPERIENCE

SALES AND ADMINISTRATION

CAPITAL CARS - Kerala, india

2021 - PRESENT

Wholesale & Retail distributor of car accessories and car care

- Generate sales by actively prospecting for new business opportunities and leads.
- Conduct market research to identify potential customers and understand their needs.
- Build and maintain strong relationships with existing clients, addressing their inquiries and concerns.
- Provides administrative support to ensure efficient office operations
- Answers phone calls and directs callers to appropriate personnel, schedules appointments, signs for incoming packages, and assists clients and other visitors.
- Negotiate pricing, terms, and conditions to close sales and secure contracts
- Prepare sales proposals, quotes, and contracts accurate and efficiently. Meet or exceed assigned sales target objectives.
- Develop and implement sales strategies to penetrate new markets and expand customer base.

EDUCATION HISTORY

• BACHLOR OF COMMERCE

Institution - PONDICHERRY UNIVERSITY

Year of graduation - 2021

- Accounting
- Economics
- Business administration

CIRTIIFICATION & I T SKILL

- COMPUTERIZED ACCOUNTING
- Business analyst and decion making
 - MS EXCEL
 - PEACHTREE
 - PowerBi
 - MS WORD
 - TALLY ERP 9
 - QUICK BOOKS