

## ABDUL REHMAN

Sales Officer  
Office Assistant



Dubai  
United Arab Emirates

Looking for a challenging position in a dynamic, professionally managed organization where my Knowledge, Skills, Educational Qualifications and Experiences can be applied for the betterment of the institution as well as myself.

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## WORK EXPERIENCE

### . Sales cum Office Assistant

Steel Kitchen LLC

Commercial Kitchen Equipment Company

Dubai UAE

2024 Present

Results-Driven sales executive with a proven track period record of exceeding targets and building strong client relationship. Possessing UAE Driving license and extensive knowledge of the local market. Skilled in identifying opportunities, negotiating deals and providing exceptional customer service. Ready to drive sales growth and contribute to the success of your organization.

#### Major Duties:

- Occasionally carrying out various sales, administration tasks (filing, printing, etc.)
- Ensuring the safety and security of the Company's data systems
- Being the first point of contact for Sales-related queries
- Dealing with customers and clients via email and telephone
- Providing cover on the telephone switchboard and in a reception area.
- Dealing with queries quickly and professionally.
- Sorting and distributing internal/external post.
- Resolving administrative queries.
- E-mailing correspondence.
- Maintaining office equipment by completing preventive maintenance, arranging for repairs and monitoring equipment operation.
- Perform errands that assist daily office functions I.e. banking cheques.
- Typing documents, reports and correspondence.

### . Shop Assistant

Gents Wear - Kerala, India

2021-2023

### . UAE Driving License

# EDUCATION

NATIONAL INSTITUTE OF OPEN  
SCHOOLING - KERLA, INDIA

Computer Science

BOARD OF PUBLIC EXAMINATION

## Certificates:-

- VHSE OJT (08/2017-11/2017)
- Masters Computers training (12/2017- 02/2018)

## SKILLS

- **Computer Knowledge** (Microsoft Office, Internet & Email Typing English.
- **Public Speaking**
- **Administration and Management**
- **Teaching Skills**
- **Effective communication** in English, Malayalam, Hindi
- **Excellence in Social work**

## LANGUAGE

- **ENGLISH:** Excellent in Speaking, Listening, Writing and Translation.
- **MALAYALAM:** (Native: Speaking, Reading, and Writing).
- **TAMIL:** (Native: Speaking, Reading, and Writing).
- **HINDI:** (Native: Speaking, Reading, and Writing).

## HOBBIES

- **Playing Football, Cricket and Volley Ball**
- **Travelling, Photography, reading, writing and Listening to Music**

## REFERENCE

Reference Can Be Produced On Request

I hereby declare that all the details are true, complete and correct to the best of my Knowledge and belief.

ABDUL REHMAN