

MOHAMMED RASHID K M

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Objective

Experienced Sales Supervisor with a strong background in sales strategy, team leadership, and optimizing business operations. Proven ability in customer relationship management (CRM), market analysis, and logistics coordination. Seeking to apply my skills and experience in driving growth and success within a dynamic organization.

Experience

Sales Supervisor.

2021 – Present

Abdul Razzaq Mohiddin Abdulla Trading EST. , Dubai, UAE

- Led sales and marketing efforts, improving sales performance and expanding market reach.
- Conducted sales meetings to strategize, align team goals, and monitor progress towards sales targets.
- Provided direct customer support to both local and international clients, ensuring a high level of satisfaction.
- Supervised and mentored a team of sales representatives, consistently meeting sales targets.
- Managed invoicing and order preparation, ensuring timely and accurate fulfillment of customer orders.
- Coordinated with the warehouse team to oversee stock management and prompt order dispatch.
- Performed general supervisory duties, including performance reviews, team development, and ensuring compliance with company policies.

Billing and Sales Associate.

2014 – 2021

Abdul Razzaq Mohiddin Abdulla Trading EST. , Dubai, UAE

- Managed billing and customer invoicing for shop and warehouse orders, ensuring precision and timely processing.
- Verified customer orders, checked item availability, and prepared final invoices for both local and international shipments.
- Organized delivery schedules and prepared commercial invoices and packing lists for cargo shipments.
- Coordinated with cargo transport companies to ensure smooth delivery of goods to clients.
- Assisted customers with inquiries, providing excellent service to ensure high levels of customer retention.
- Handled incoming calls and directed them to relevant departments as needed.
- Marketed products through WhatsApp, actively promoting sales and engaging with customers to boost revenue.

Education

Bachelor of Business Management

June 2010 – March 2013

(BBM) - Graduated: 2013

Kannur University, Kerala

Relevant Coursework : Sales and Marketing Management – Consumer Behavior – Business Communication – Strategic Management -Operations Management – Organizational Behavior

Skills & abilities

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|----------------------------|-------------------------|---------------------------|
| • Sales & Marketing | ▪ Billing and Invoicing | ▪ Attention to Detail |
| • Leadership & Supervision | ▪ Marketing Strategies | ▪ Effective Communication |
| • Customer Relationship | ▪ Technical Proficiency | ▪ Time management |
| • Market Analysis | ▪ Sales Reporting | ▪ Adaptability |
| • Logistics & Coordination | ▪ Strategic Thinking | ▪ Goal-oriented Mindset |

Certifications

- Business Accounting and Taxation - Issued by ATT Accounting Solution
- Diploma in Computer Applications - Issued by Manipal Institute of Computer Education

Languages

- English – Advanced
- Arabic – Proficient
- Persian – Intermediate
- Malayalam – Native
- Hindi – Native

Personal Details

- Nationality – Indian
- Visa Status – Residence Visa
- DOB – 07/07/1992

Declaration

I hereby confirm that the information stated above is true to the best of my knowledge and belief.