

# RASHID ABDULLA



## EXPERIENCE

**2012** **ADNOC, ABU DHABI, UAE**

**2023** Retail Sales

- Deftly handled all the communication with the suppliers and managed in converting the enquiries into successful orders
- Entrusted with the responsibility of overseeing the complete work of the agribusiness division of the company
- Ensured that the team members are taken care of and are made comfortable by providing conducive working environment
- Efficiently managed the quality, security and hygiene of the products and ascertained that they are displayed well and offered good discounts for the customers
- Coordinated the entire management of the division and made sure that all the items on display are error free .
- Cashier

**2010** **PENTRON, KERALA, INDIA**

**2011** Sales Executive

- Efficiently developed and maintained good relationships with the customers via face to face interactions, telephonic conversations or emails
- Coordinated between the company and the market trends and helped the company prepare for the future trends
- Meticulously gathered data pertaining to the market trends and customer requirements that enabled the management to negotiate and make variations in the prices, delivery and customer specifications
- Formulated the ideas for the launch of the new products and the special promotional offers along with it
- Carefully reviewed the performance and aimed at exceeding the targets set
- Methodically recorded the sales and order information and accounted the same to the sales department
- Ensured that correct feedback regarding the future buying trends is communicated to the respective departments

### AREAS OF PROFICIENCY

- Marketing •Store Management •Retail Sales •Logo Creation
- Product Development •Agribusiness Management •Confident
- Promotional Events •Hardworking

**2011** **HIIFORT RESORT, KERALA, INDIA**

**2012** Receptionist cum Operations in charge - Arranging Travel  
Assistance Hotel Booking Guest Arrangements Client Meeting



## EDUCATION

Bachelor of Computer Applications  
Higher Secondary Board, Delhi, India

### TECHNICAL QUALIFICATION

Microsoft Certified System Administrator (MCSA)

### INSTITUTIONS

**2012** Tamilnadu University

**2009** Jetking Bangalore, India

**2008** Atlas Educational Institute

### SKILL AND QUALITIES

- Well experienced With a Valid Dubai driving license
- Have a own private Car



## ABOUT ME

I am an approachable, motivated and confident Sales Executive with the ability to excel sales targets and make a real difference in the organisation's revenue generation. I have expert knowledge of the selling process and I fully recognise the human and emotional aspects of buying and selling.

## CONTACTS

 971 55 721 8820

 etraashid@gmail.com

 Dubai , UAE

## I . T SKILL

- RHEL (Red Hat Enterprise Linux)
- CCNA (Cisco Certified Network Associate)
- MCSE (Microsoft Certified System Engineer)
- N+ (Networking)
- A+ (Hardware)
- Microsoft application, Internet & Email

## SPECIALIZATION

- Installation, Configuration and upgrading of Hardware system modules and sub system components.
- Diagnosing and troubleshooting of Computer hardware and OS related problems.
- Installation, configuration and troubleshooting of windows XP, Vista, Windows server 2003.
- Active directory installation and configuration on windows servers.
- Installation and configuration of LAN.
- Installation and troubleshooting of Computer peripherals like printers and scanners.
- Monitoring and optimising system performance and reliability.
- Configuring and troubleshooting the desktop environment
- Implementing managing and troubleshooting network protocols and services.
- Knowledge of operating C language.

## PERSONAL DETAILS

Nationality Indian  
Languages Known English, Hindi , Arabic, Tamil & Malayalam  
Marital Status Married

Reference: will be provide whenever required