



FAZIL ZAMAN A B

CONTACT

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EDUCATION

2022

Bachelor of Business
Administration

MANGALORE UNIVERSITY,
KARNATAKA INDIA

May 2018

Certificate of Higher Education:
Commerce

**SA -ADIYA ENGLISH MEDIUM
SCHOOL KASARAGOD KERALA**

April 2016

A-Levels: CERTIFICATE OF HIGHER
EDUCATION

**SA -ADIYA ENGLISH MEDIUM
SCHOOL, KASARAGOD KERALA**

LANGUAGES

Malayalam: Native language

English: C2
Master or proficient

Hindi: C2
Master or proficient

Tamil: C2
Master or proficient

PROFESSIONAL SUMMARY

Secure a responsible career opportunity to fully utilize my 1 Years in experience with qualified professionals and skills, while making a significant contribution to the success of the company.

WORK HISTORY

APRIL 2022 – MAY 2023

SALES COORDINATOR

REAL HYPERMARKET KANHANGAD KERALA INDIA

- Filing and organizing records, invoices and mails
- Generates reports regarding the status of the department
- Maintain file systems and database of sales record
- Elevates complaints to management
- Responds to client concern
- Maintaining and ordering inventory for office
- Design sales and strategies
- Managing incoming and outgoing mails, messages and calls

CERTIFICATIONS

- Diploma In Operation and Supply management
- Diploma in Sales and Distribution management
- Warehouse management
- Ms Excel

STRENGTHS

- Better understanding, communication and interpersonal skills
- Quick in grasping new concept and skills
- Multitasking
- Problem Solving
- Adapt to any challenging work environment

PERSONAL INFORMATION

- Nationality: Indian
- Date of Birth :08/09/1999
- Visa Status: Visit Visa