

CURRICULUM VITAE

HISHAM TK

Mob: 00971-524132311

WhatsApp: 00971-524132311

Visa Status: Visit Visa

Email: Hishaamtk91@gmail.com



CUSTOMER SERVICE EXECUTIVE/ SALES/ ADMIN ASSISTANT

Actively seeking a customer service/ sales/ admin assistant position where I can optimize my problem solving and organizational skills to contribute to increase customer satisfaction and to achieve organizational goal.

SKILLS

- Ambitious and highly motivated to meet the demand of the job.
- Intrapersonal skill
- Excellent communication skill.
- Good time management.
- Able to work under pressure.
- Problem solving skill.
- Detail Oriented Self-motivated.
- Multi-tasker.

WORK EXPERINCE

1. Sales Executive at Riya Furniture, Kottakal, Kerala, India (2017-2021)

- Organized sales promotion activities.
- Participated in Manorama Parpidam exhibition and Flower channel's exhibition.
- Distributed and arranged home delivery of the furniture.
- Arranged several effective client demonstrations.
- Coordinated with suppliers to make sure that furniture is in stocks.
- Provided clients with great quotations.
- Follow up with clients regarding the payments in instalments.
- Dealt with refund and complaints.
- Handled money transactions.

2. Sales Assistant at Majit Sultan Food Industry in Ajman, UAE (2016-2017)

- Answered inquiries of the customers.
- Attached price tags.
- Received and delivered large of stocks.
- Stocked shelves.
- Ordered sales supplies.

3. Sales Executive at Cats Readymade shop at Kovoov at Calicut. Duration. (2011 2015)

- Greeting customers when they walk through the door.
- Building relationship through conversation and honest recommendations.
- Ringing up sales and arranging for delivery or pick-up of the customer's order.
- Assisting in maintaining the back stock room and setting up merchandise displays on the sales floor.
- Collaborating with fellow team members to keep the sales floor area clean and always organized.

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EDUCATION QUALIFICATION

- **BA English** (Madurai Kamaraja University) SIMS College of Distance Educations-Pursuing
- **Diploma in Hotel Management** -Mahatma Institute of Hotel Management, Calicut
- **Higher Secondary- 12th** Humanities- NGO Quarters Higher Secondary School at Calicut
- **High School-** NGO Quarters High School, Calicut.

LANGUAGES: English, Hindi, Tamil, and Malayalam

IT SKILL: Good in MS Office & Internet browser

PERSONAL DETAILS: -

- Nationality : Indian
- Date of Birth : 17-07-1991
- Hometown Address : Mehfil, M 26 A 13, KSHB Colony, P.O. Malaparamba, Calicut: 673009
- Gender : Male
- Religion : Islam
- Marital Status : Single

PERSONAL REFERENCE

Mirsha TK

Unit Coordinator at SIMBA Prepaid Card Management Services LLC, Bay Square, Business Bay, Dubai, UAE. Contact: 00971 552753215, Mirsha.thekke@simbacards.com.

DECLARATION I hereby declare that the details mentioned above are true to the best of my knowledge.

Sincerely,

Hisham TK