



## MUHAMMAD IRFAN M K

### CONTACT

Phone: 0 5 8 3 0 7 3 2 1 3

Place: AI

Sathwa, Dubai (Visit)

Imk4977@gmail.com

### COMPUTER SKILLS

- ❖ Ms-office
- ❖ Efficient in internet and basic computer application
- ❖ Adobe photoshop
- ❖ Tally

### LANGUAGE SKILLS

- ❖ English
- ❖ Hindi
- ❖ Urdu
- ❖ Arabic (Only Read & Write)
- ❖ Malayalam (Mother tongue)
- ❖ German (Beginner)

### PERSONAL ATTRIBUTES

- ❖ Communication Skill
- ❖ Time Management
- ❖ Initiative & Proactive
- ❖ Flexible and Adaptable
- ❖ Good Interpersonal Skills
- ❖ Innovative
- ❖ Quick Learner
- ❖ Leadership Skill

### PROFESSIONAL OBJECTIVE

Seeking a role that aligns with my skills and experience, allowing me to contribute effectively to an organization's success and growth.

### EDUCATIONAL QUALIFICATION

- **MBA** finance and marketing (1<sup>st</sup> class with distinction)
  - Maulana azad national urdu central university (hyderabad, india)
- **BBA** human resource management (1<sup>st</sup> class)
  - Calicut university-sde (kerala, india)

### PROFESSIONAL QUALIFICATION

- US Consulate English Language Certificate
- Certified in Arabic-English Translation

### EXPERIENCE SUMMARY

- ✓ Six month experience in travel agency (Rolex Travels Kuttiadi) June 2017-november 2017.

### RESPONSIBILITIES

- Issuing passport to customer.
- Selling air tickets.
- Maintaining daily transactions in excel.

- ✓ One year experience of direct selling in an MLM company (RCM) 2019-2020.

### RESPONSIBILITIES

- Actively promote and sell the company's products to potential customers.
- Recruit new members to join the MLM network under my sponsorship.
- Provide excellent customer service to ensure customer satisfaction and repeat business.
- Offer training and support to my downline members (those i've recruited).
- Build and maintain relationships with other members of the MLM organization, attend company events, and participate in team-building activities.

## PASSPORT DETAILS

Valid Indian Passport  
Passport No:V4888428  
Expiry Date:21-12-2031

## PERSONAL DETAILS

Marital Status:Single  
Date Of Birth :24-08-1998

## REFERENCES

Dr MA Sikandar(Former Director of  
National Book Trust of India)  
Ph:+91 9818798949

Vivienna Thomas(US Consulate  
Official)  
Ph:+1915-801-9585

Dr.Badiudheen Ahmad(Dean)  
Ph:+91 9848423435

Dr.Saidalavi K(Mentor)  
Ph:+91 8977123419

Dr.Rashid Farooqi  
Ph:+91 9700911532

Dr.Reshma Niqath  
Ph:+91 8309998726

Can be provided more

- Set goals for myself and team.
- Stay informed about industry trends, sales techniques, and product updates.
- Effectively manage my time to balance my MLM activities with other responsibilities and commitments in my life.
- Keep accurate records of sales, expenses, and team performance.
- ✓ Experience of online part-time Assistant Translator (Arabic-English),during 2022-2023.

## RESPONSIBILITIES

- Providing accurate and faithful translations from Arabic to English vice versa.
- Meet deadlines consistently.
- Maintain clear and open communication with main Translator to clarify any ambiguities or seek additional context for Translation projects.
- Work with a wide range of content types,from legal documents to marketing materials to technical manuals.

## INTERESTS

- Personal Research
- Listening Audio Books
- Exploring
- Pursuing Fluency International Language
- Observation

## DECLARATION

I hereby declare that the all information above given are correct of my knowledge and belief.

**MUHAMMAD IRFAN M K**