



MUHAMMAD ASLAM

PROFILE

As a motivated beginner, I want to pursue a career which helps me enhance my analytical and problem-solving skills, by working in a challenging and promising environment. I'd also strive to provide quality services which contribute to the organization's growth, by hard working with strong ethical values.

CONTACT

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REFERENCE

Sajas Syed
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Abu Thahir
Supervising Manager | Relief
Medicals Mobile: +91 7558951612

HOBBIES

Reading
Driving
Traveling

WORK EXPERIENCE

Sales Executive / Store Keeper
Relief Medicals, Thrissur, Kerala

June 2020 – August 2023

Responsibilities:

- Maintained strong relationships with clients, understanding their needs and ensuring effective communication to provide tailored solutions.
- Generated regular sales reports, tracking key performance metrics and providing insights to the sales management team for strategic decision-making.
- Provided exceptional post-sales support to clients, addressing any inquiries or concerns promptly and maintaining customer satisfaction.
- Managing the end-to-end invoicing process, including creating, issuing invoices to customers, and proactively following up on outstanding payments
- Prepared monthly billing reports, monitored payment activities, and promptly addressed customer inquiries, ensuring smooth financial transactions and customer satisfaction.

EDUCATION

Calicut University

Bachelor of Business Administration | awaiting last paper's result.
2021

Higher Secondary (XII) KERALA STATE

Govt. Nalanda higher secondary school | Science | 65% | 2017

S.S.L.C

St. Antony's Higher Secondary School | 63% | 2015

SKILLS

- Adaptive learner
- MS Office proficiency
- Friendly, courteous, and service oriented
- Solid written and verbal communication