MOHAMMED RAMEESKHAN



Email: mohd.ramees.khan@gmail.com

SOCIAL/PERSONAL

Marital status : Single Gender : Male Nationality : Indian

Phone No : +919074436650

: +919645902993

IT SKILLS

AutoCAD MS Word

PASSPORT DETAILS

Passport No : \$1301064 Date of Issue :07/06/2018 Date of Expiry : 06/06/2028

CAREER OBJECTIVE

To pursure a challenging career with dedication and provide my efficiency to the fullest in a professional environment wherever I serve my duties that will discover the potential in me.

PROFESSIONAL EXPERIENCE

Global Distributor General Trading LLC - Dubai, UAE Sales Representative Oct 2023 – Feb 2024

- Sales & services of IT products.
- Collecting the requirements from client and deliver it.
- Checking the monthly services & maintenance properly.

Trans TVS - Pathanamthitta, Kerala, India

Sales Representative Mar 2023 – Sept 2023

• Sales & marketing of TVS two wheelers.

Moonlight Traders - Kayamkulam, Kerala, India Front Office Receptionist/casher Jan 2022 – Feb 2023

- Assists with dispatching and answering phones.
- Check the incoming and outgoing mails.
- Managing the materials and employees.
- Taking gate passes and materials statements.
- Leading the front office.
- Manage day to day operations.
- Arranges induction to new employees.
- Schedules appointments, meetings and conferences for designated members.
- Reconciliation of cash handling and submit report to reporting head on daily.

White mart - Pathanapuram, Kerala, India Sales Man (Electrical&HomeAppliances) Sep2020 – Dec 2021

- Assisting and helping the customer to identify the right product up to their needs and brief about the product.
- Monitoring emails and phone call and updates to do list to carry out daily job.
- Inspecting all products for safe to use and damages.
- Billing and packing the product.
- Reviewing bill if all products are arrived.
- Attend the training when new products are launched.
- Checking stocks daily basis and place orders if necessary.

- Checking the items in the store with updated register.
- Calculate the payment received from sales, submit the report to the line manager and deposit to the bank .

A.J Electricals - Pathanapuram Kerala , India Sales Man Oct 2018 - Aug 2020

- Selling the materials (eg: MCB, ELCB, Wire, PVC Pipe etc...) up to their order.
- Billing and packing the product.
- Checking all bill when new items are arrived.
- Calculate the total payment during the day and check daily cash account.

EDUCATION QUALIFICATION

- Diploma in Electrical And Electronics Engineering(2016 -2018).
- QA&QC IN Electrical.
- AutoCad in Electrical drawing.

TRAINING

Internship at Ashok Leyland Pvt Ltd

LANGUAGES KNOWN

English, Malayalam & Tamil

REFERANCE

Can be provided on request