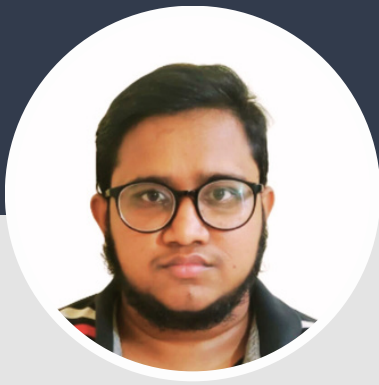


MOHAMMED USAMA KHAN

BUSINESS DEVELOPMENT



CONTACT

+971 556837417

musamak766@mail.com

SKILLS

- Computer Literate.
- Knowledgeable in Microsoft Office.
- Excellent interpersonal and communication skills both verbal and written.
- Team player, alert, hardworking, Equipped, Focus, Optimistic and adapt quickly to challenges.
- Multi-task oriented.
- Ability to work under pressure.
- Excellent in communication skills.
- Perform task with satisfactory.

PERSONAL DETAILS

- Father name : Shakeel Ahmed Khan
- Address: Ras Al Khaimah, UAE
- Date of Birth : 02nd March 2001
- Gender: Male
- Nationality: Indian
- Visa Status: Visit (valid till:20th April 2025)
- Languages: English, Hindi, Urdu , Arabic

PROFILE

Highly motivated senior Sales Associate with extensive customer service and sales experience. Outgoing sales professional with track record of driving increased revenue, improving buying experience and elevating company profile with targeted markets. Consistently recognized for sales performance and excellence in customer service

JOB RESPONSIBILITIES

- Keep records of documents filed or removed, using logbooks or computers.
- Add new documents to file records, and create new records as necessary especially details of the employees and transaction from the clients.
- Perform general office duties such as typing, operating office machines, and sorting mail.
- Monitors expenditures, processes payment requests for reimbursement; prepares purchase orders, purchase requisitions and ensures proper procedures for paying service providers, consultants, and contractors.
- Sort or classify information according to guidelines such as content, purpose, user criteria, or chronological, alphabetical, or numerical order.
- Find and retrieve information from files in response to requests from authorized users.
- Oversees department hiring procedures.
- Handles event planning for meetings, professional development, and other department initiatives.

EDUCATION AND EXPERIENCE

-Graduated from
University of Mumbai India in 2024

HSC from Telangana State State Board India in 2020

FLIPKART
ASSISTANT TEAMLEADER (INTERNSHIP)
6 MONTHS

2023 - 2024

COLORFUL DECOR
BUSINESS DEVELOPMENT EXECUTIVE
1 MONTHS

2024 - 2025