



# MUHAMMED ASHIF

## SALES EXECUTIVE

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mohdshee109@gmail.com

Dubai, UAE

### EDUCATION

#### Bachelors of Commerce

- Kannur University, India
- 2015 - 2018

### COMPUTER SKILLS

- Tally
- Peachtree
- MS-Office

### LANGUAGE SKILLS

- English, Hindi, Malayalam, Arabic

### PERSONAL ATTRIBUTES

- Very good at striking positive relationships with clients, vendors and team members alike
- Excellent communication, with clear and assertive professional language
- Self-confident and motivated to take up challenging assignments
- Fast learner, motivated to constantly improving my skills and knowledge

## INTRODUCTION

Experienced and versatile professional with a background spanning administrative support, office driving, and sales roles. Currently serving as an Admin Assistant & Office Driver at Innovate Medical System LLC in Dubai, UAE, where I excel in providing comprehensive administrative support and safe transportation for staff.

## SKILLS SUMMARY

- Expertise in sales, with ability to understand customers' requirements and provide correct solutions quickly.
- Ability to build strong and positive relationship with customers, enabling to get repeat orders and customers loyalty.
- Excellent understanding of products characteristics, USP, pricing and margins.
- Skilled in objection handling and sales closure.
- History of increasing sales and profitability through effective negotiations.
- Experienced In closing sales, negotiating price, completing sale or purchase contracts, explaining and offering warranties.
- Respond to customer enquiries and boost the sales.
- Consistently delivering high quality customer experiences.
- Actively seeking out new sales opportunities through cold calling, networking and social media

## WORK EXPERIENCE

### Innovate Medical System LLC, Dubai, UAE

Admin Assistant & Office Driver, 2022 - present



- Providing administrative support to office staff and management, including managing correspondence, scheduling appointments, and organizing meetings.
- Handle incoming and outgoing mail, including sorting, distributing, and filing documents as needed.
- Safely transport staff members to and from appointments, meetings, and other destinations as required.
- Ensure the cleanliness and maintenance of the office vehicle, including regular inspections, refuelling, and minor repairs as needed.
- Assist in running errands such as purchasing office supplies, making bank deposits, or delivering items to clients or suppliers.
- Serve as a communication link between the office and external parties, like clients, suppliers, or service providers, to facilitate coordination and efficient operations.

### **PASSPORT & VISA DETAILS**

- Valid Indian passport
- UAE Employment Visa

### **PERSONAL DETAILS**

- Nationality: Indian
- Marital Status: Single
- Date of Birth: 13-05-1996
- UAE Driving License

### **PROFESSIONAL REFERENCES**

- Can be provided on request

## **Al Kefah Al Arabi Foodstuff, Sharjah, UAE**

*Salesman, 2020 - 2022*

- Greet customers and provide assistance in locating products, answering inquiries about product availability, prices, and promotions.
- Ensure shelves are adequately stocked with products, including restocking items as needed and arranging displays to attract customers.
- Actively promote sales and special offers to customers, encouraging purchases and upselling additional items.
- Process customer orders, handle cash transactions, and operate cash registers or point-of-sale systems accurately.
- Maintain cleanliness and organization of the store, including sweeping floors, dusting shelves, and cleaning display cases.
- Monitor inventory levels, track product expiration dates, and report any discrepancies to management to ensure accurate stock levels.

## **Handsome Beauty Centre, Kerala, India**

*Sales person, 2018 - 2020*

- Identify and assess customers' needs to achieve satisfaction.
- Build sustainable relationships and trust with customer accounts through open and interactive communication.
- Handle customer complaints, provide appropriate solutions and alternatives within the time limits; follow up to ensure resolution.
- Keep records of customer interactions, process customer accounts and file documents
- Introducing, demonstrating, and familiarizing clients with products or services
- Promoting the company's products or services
- Taking and processing orders
- Following up on any product or service issues on behalf of the client
- Maintaining accurate records in relation to clients and sales
- Preparing and sending quotes and proposals.

## **DECLARATION**

- The above given information is correct and complete to the best of my knowledge and belief.

Muhammed Ashif