



MUHAMMAD JIBIN S S

PROFILE

Highly motivated sales executive with extensive customer service and sales experience. Exceptional communication and negotiation skills. Committed to delivering outstanding customer experiences and contributing to the company's success.

CONTACT

+971589520194

+971589520194
+91 907270715

Jibinshajahan10@gmail.com

Kitbi Building AL-NAHDA 1, DUBAI

PERSONAL DETAILS

Father's Name :Shajahan A

Date of Birth :10.08.2000

Place of Birth :Kerala, India

Marital Status : Single

Language :English,Hindi,
Malayalam

WORK EXPERIENCE

- **SALES EXECUTIVE**
HARAM AL MADEENA , AL-NAHDA-1 ,DUBAI
2021 – 2024

DUTIES AND RESPONSIBILITIES

- **Administrative Task:**
 - ❖ Handling administrative duties related to sales, such as preparing quotes, contracts, and invoices.
 - ❖ Entering customer data and sales-related information into databases or Customer Relationship Management (CRM) systems.
- **Customer Relationship Management:**
 - ❖ Maintaining and nurturing relationships with existing clients to encourage repeat business and referrals.
 - ❖ Keep accurate records of client interactions and sales activities for future reference.
- **Market Research**
 - ❖ Staying informed about market trends and competitors to adapt sales strategies accordingly.
 - ❖ Meeting or exceeding sales targets and quotas set by the company.
- **Product Knowledge:**
 - ❖ Having in-depth knowledge of the products or services being sold.
 - ❖ Knowledge of pricing structures, discounts, and any special offers associated with the product.
- **Time Management:**
 - ❖ Identify the most important and high-value tasks each day, such as closing deals or prospecting, and tackle them first.
 - ❖ Plan client meetings with clear agendas to make the most of face-to-face or virtual interactions.
 - ❖ If applicable, plan your travel schedule to optimize client visits and minimize downtime.

PASSPORT DETAILS

Passport No :T 3733666

Date of Expiry :24/06/2029

Place of Issue :Thiruvananthapuram

ACTIVITIES AND INTEREST

- Theatre
- Photography
- Art
- Hiking
- Fishing
- Travel

KEY SKILLS AND CHARACTERISTICS

- Valid Driving license with a clean driving record.
- Familiarity with Manual and Automatic vehicles
- Excellent knowledge of traffic laws and regulations.
- Strong problem-solving and decision-making abilities.
- Exceptional communication and customer service skills.
- Ability to handle stressful situations with composure.
- Proficiency in using GPS navigation systems.

DRIVING LICENSE

- UAE DRIVING LICENSE
License No:4567195
Issue : 03/10/2023
Expiry: 03/10/2025
- INDIA DRIVING LICENSE
Number:21/163/2019

EDUCATION

- **BA in Communicative English**
2018-2021
Kerala University (backlogs)
- **Pre-Degree /Higher Secondary**
2016-2018
Board of Secondary Education, Kerala
- **SSLC**
2016
Board of Secondary Education, Kerala

SKILLS

- **Execute Branded Merchandising:** Promoting the sales of available products.
- **Self-Motivation:** Maintaining a high level of motivation and strong work ethic to meet and exceed sales goals.
- **Effective Communication:** Having strong communication skills to articulate the value of the product and address customer questions or objections.
- **Listening:** Actively listening to customer needs and concerns, which helps tailor the sales approach and build trust
- **Defensive Driving:** Skilled in defensive driving techniques to ensure passenger and cargo safety.
- **Customer Service:** Excellent interpersonal skills for providing a courteous and friendly service to passengers.
- **Time Management:** Punctual and efficient time management to meet schedules and deadlines.
- **Communication:** Clear communication for effective interaction with passengers, coworkers, and dispatch.
- **Problem-Solving:** Ability to handle minor vehicle issues and adapt to unexpected situations on the road.
- **Organization:** Keep records of trips, maintenance, and fuel consumption for reporting purposes.

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