md.rj881@gmail.com

+971524786157

**DEIRA, DUBAI, UAE**

## EDUCATION

PUC, Arts
**Karnataka state Jamia Urdu University**, Shimoga
September 2014

Diploma in C.S, Computer Science
**TMEAS Polytechnic Collage,** Bhadravathi
July 1999
1-year Only

SSLC, Urdu, English, Kannada, Maths, Science, Social
**Millat High School**, Shimoga
April 1994

## PERSONAL DETAILS

**Date of Birth / Age:** 06/01/78
**Marital Status:** Married
**Gender:** Male
**Marital Status:** Married
**Gender:** Male

## LANGUAGES

English                                          B2
Upper intermediate
Hindi                                            C1
Advanced
Urdu                                             C2
Proficient
Kannada                                          C2
Proficient

Proficient

## HOBBIES

* Watching & Playing Cricket
* Vollyball playing
* Travelling

## SKILLS

* Watching & Playing Cricket
* Vollyball playing
* Travelling

## CERTIFICATIONS

* For maintaininf Hgh Distribution Quality, 10-01-2017
* Honoring your Dedicated service towards, 11-01-2023
* Award of Excellene, 01-12-2020
* Honoring your Dedicated services 5 years, 11-01-2023

## ACCOMPLISHMENTS

* Contribution to, or leading, one off projects
* Overcoming team or business challanges
* Resolving problems, Smashing deadlines,
* Increaseing sales or revenue,
* Saving time or money, Improving system,
* Introducing new process or products,
* Worked directly to develop & administer,
* Streamlined workflow by consolidating lengthy process & redundant documentation that resulted in more effective & timely comletion

## COMPUTER SKILL

BASIC, EXCEL, MS
EXCEL, MS WORD

# MOHAMED RIYAZUDDIN

## PROFESSIONAL SUMMARY

Accomplished, A result oriented professional with extensive 15 years experience in Sales and Marketing, Team Handling, Business Distribution, & People Management. Aggressively identify opportunities, develop focus & provide tactical business solutions. Managing diverse operational levels, interacting with the management ranks & customers, ensuring superior performance with minimal error rates and argument business for the organization. Development of business through existing channel partners and taking new initiative to capture the maximum market share from each partner. Handling a team and making sure that each team member performs to achieve their goals.

## WORK HISTORY

November 2024 - Current
**AIFA MASAVI FINANCIAL BUSINESS SOLUTION SERVICES - Associate sales consultant**, Dubai, UAE
* Managed client accounts meticulously, maintaining high levels of satisfaction and trust.
* Achieved increased client engagement by implementing effective sales strategies.
* Utilised CRM software proficiently for efficient data management and reporting.
* Identified potential business opportunities through diligent market analysis.
* Developed customized sales pitches, resulting in improved rapport with clients.

November 2023 - September 2024
**STAR COLLECTION REDY MADE GARMENTS - Administrative Manager**, Shimoga, India
* Leading, Associate, training, teamhandling Productivity, Positive minded & Services
* Oversaw office inventory activities, established workflow processes, monitored daily productivity, and implemented modifications to improve overall performance.

August 2017 - November 2023
**AVIVA LIFE INSURANCE Co India Ltd - TERRITORY MANAGER - Broking Department**, Bangalore, India
* Identified potential business opportunities through diligent market analysis.
* Developed customized sales pitches, resulting in improved rapport with clients.

November 2023 - September 2024
**STAR COLLECTION REDY MADE GARMENTS - Administrative Manager**, Shimoga, India
* Leading, Associate, training, teamhandling Productivity, Positive minded & Services
* Oversaw office inventory activities, established workflow processes, monitored daily productivity, and implemented modifications to improve overall performance.

August 2017 - November 2023
**AVIVA LIFE INSURANCE Co India Ltd - TERRITORY MANAGER - Broking Department**, Bangalore, India
* Taking care of Broking Channels. Responsible for achieving the monthly targets, delivery of committed sales targets.
* Taking care of end to end process of login to conversion.
* Conferring to plan & develop methods & procedures to increase sales & obtain greater efficiency.
* Interpreting, implementing, & enforcing company policies.
* Sales from application submission to placing & regular follow-up in completing the requirements for pending.
* Subsequently, follow-up of cases till conversion.

June 2014 - June 2017
**INDIA INFOLINE INSURANCE & BROOKING INDIA PVT LTD. - AREA SALES MANAGER-SALES DEPARTMENT (Take Care of 3-Branches)**, Bangalore, India
* Handling 3-teams of 54 on rolls employees in various locations.
* Administration & Team Manage day to day.
* Partner with senior executives, administration department to resolve any issues or queries raised by the senior management in the company & new office setup projects using various vendors, stakeholders if deemed necessary.
* Carry out effective documentation and filling for both paper & electronic forms.

November 2012 - May 2014
**BAJAJ CAPITAL INSURANCE BROKING LTD - BRANCH MANAGER & ADMINE OFFICER**, Shikaripura, India
* Administration & day to day operations.
* Communicating with various departments in the company, taking requests & solving their grievances on a daily basis.
* Maintaining contact lists, making hotel & travel bookings & arrangements for whenever necessary.
* Partner with senior executives, administration department to resolve.

July 2007 - August 2009
**INDIA INFOLINE INDIA CO LTD. - SALES MANAGER - Sales Department**, Bangalore, India
* Taking care of 2-Branches.
* Responsible for achieving the monthly targets & delivery of committed sales targets.
* Taking care of end to end process of login to conversion.
* Providing leadership & bringing company strategic vision; ensuring that target is achieved contest.
* Maintaining a cordial relationship with customers & Sales representatives.

May 2005 - June 2007
**ABLE ADVERTISEMENT - MANAGER - Sales Department**, Bangalore, India
* Maintaining a cordial relationship with customers & Sales representatives.
* Sales from to placing and regular follow-up in completing the requirements for pending orders.

## CUSTOM

I hereby declare that all the details furnished above are true to best of my knowledge.