



Contact

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Address

AJMAN, United Arab Emirates

D.O.B

23 APR 1994

Nationality

Sri Lanka

Education

Trinity college kandy

2010 -GCE O/L exam

2013 -GCE A/L exam (Accounting)

Esoft campus 2011

**Information technology with
E-commerce**

City & guilds 2016

**advanced diploma in service
reception**

Expertise

- Accuracy in handling data and records
- Inventory management and control
- Visual merchandising
- Market research and analysis
- Effective communication skills
- Computer proficiency in office suites
- proven record in Sales target
- Excellent organizational and management skill

Language

English

Tamil

Sinhala

MOHAMED INSHAF

Sales and marketing executive

Experienced sales and marketing executive with experience in administrative tasks and data management . Proficient in maintaining records, providing excellent customer service and ensuring smooth operation of office strong attention to details and adept at using office suites and communication tools.

Experience

NOV 2020 - AUG 2023

Rankala Pvt Ltd , Colombo Sri Lanka

Sales and marketing executive

Researching and analyse market trends, customer needs and competitors activities to set targets. Creating and executing compaigns, building client relationship, preparing sales presentations, exploring new market segments and preparing reports. Overseeing a team, Setting targets and providing mentorship. Proven track record of developing and executing successful strategies to increase revenue and market share by customer relationship management and innovative marketing.

OCT 2018 - OCT 2020

Rankala Pvt Ltd , Colombo Sri Lanka

Store executive / Inventory controler

- Conducts regular audits, ensuring accurate stock levels and minimizing discrepancies.
- Manage end-to-end purchase order processing, fostering timely deliveries from suppliers.
- Maintaine accurate records of all inventory transactions, ensuring compliance with documentation standards.
- Implemented data-driven approaches to optimize stock levels, reducing costs
- Established regular communication channels with suppliers, enhancing relationship management.
- Generates and presente regular reports on inventory status and trends to management

APR 2017 - SEP 2018

Rankala Pvt Ltd , Colombo Sri Lanka

Front office executive

- Managing incoming calls, routing them to the appropriate person or department.
- Handling administrative tasks such as managing appointments, maintaining records, and organizing meetings.
- Managing and ordering office supplies to ensure adequate stock levels.
- Greet and assist visitors, creating a positive first impression.
- Handle multiple tasks simultaneously.
- Stay well-informed about the company's products and services and be able to articulate value proposition.

Achievements

- January best employee award by Rankala Pvt Ltd 2018
- Award for sales excellence by Rankala Pvt Ltd 2019
- Certificate of recognition by Rankala Pvt Ltd 2020
- Certificate of excellence by Rankala Pvt Ltd 2022