

# RAHAN RAFI

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To position myself in a large organization & utilize my potential in the growth & development of that organization as well as develop individually as a contributing team player.

## SKILLS

- Good relationship management skills
- Strong interpersonal & presentation skills
- Able to quickly adapt to new situations & systems

## PROFICIENCY FORTE

- Experience in team building activities & co-ordination of various events in the organization
- Competent in implementing effective solutions to customer needs with an aim to improve customer satisfaction & customer loyalty
- Proven work experience as Sales cum Administration Representative
- Excellent selling, negotiation, time management, communication skill and organisational skills

## WORK PROFILE

**Since 2022 APRIL To 2024 MAY in UNIQUE AGENCIES TRIVANDRUM KERALA**

UNIQUE AGENCIES is a leading business house in Trivandrum KERALA with diversified operations like Trading, Food & Beverage, Organic & Herbal products, Baby foods & Supplements and Real Estate etc.

Job Profile: Sales Cum Administration

- Preparation and verification of customers bills and accounts.
- Reach out to customer leads through cold calling.
- Coordinate sales effort with team members.
- Cashier & Maintain stock register
- Batchwise Invoice checking
- Preparation of list of container goods received
- Store keeping & merchandising
- Preparing delivery notes, invoices etc
- Entering Inbound and Outbound Stock
- Documentation of Financial Transactions by entering account information
- Establish, develop and maintain positive business and customer relationships.

## CERTIFICATES

- Certification in PHP and MYSQL ( JAN 2022 )  
From TRINITY SOFTWARE TECHNOLOGIES

### ACADEMIC PROFILE

Qualification	Institution	Board/University	Year of passing
B.C.A	UNIVERSITY INSTITUTE OF TECHNOLOGY	Kerala University	2022
XII Std.	NAVABHARATH ENGLISH MEDIUM SCHOOL, ATINGAL	Kerala board	2019
X Std.	BOYS HIGHER SECONDARY SCHOOL, ATINGAL	Kerala board	2017

### PERSONAL STRENGTH

- Strong determination and self motivated
- Optimistic and hardworking.
- Able to take work challenges positively.
- Supports and enjoys team work.
- Ability to work under pressure and meet strict deadlines.

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### COMPUTER PROFICIENCY

- Proficient in PHP, MYSQL, SQL, DBMS, PYTHON
- Knowledge in SAP
- Well versed in MS Office.

### PERSONAL PROFILE

Name : RAHAN RAFI  
Gender : Male  
Date of birth : 25/08/2001  
Marital status : SINGLE  
Fathers' name : MUHAMMED RAFI M  
Mothers name : SAJEENA BEEGUM  
Languages known : English, Hindi , Malayalam & Tamil  
Hobbies : Reading, Traveling, Playing Football, Cricket etc  
Contact address : Ruksana Manzil , Perumkulam P.O, Alamcode , Trivandrum.  
Kerala, Pin:695102  
Driving License : India KL 16 (20190027448)  
Passport no : W1701575  
Passport status : **On Visit Visa** (convertible)

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Date:  
Place: Trivandrum

Yours Faithfully  
Rahan Rafi