

# MUHAMMED RAHEES K K

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## Summary

Results-focused commercial sales professional with hardworking style, proactive mindset and persuasive communication skills. Accomplished in prospecting, customer acquisition and account development for maximum profits. Always seeking out new sales opportunities and driving revenue growth. Motivated sales job with 2 years of progressive experience. Energetic self-starter and team builder. Navigates high-stress situations and achieves goals on time and under budget. Dedicated to building and fostering positive relationships with stage crew, actors, and theater goers. Bringing forth broad marketing knowledge, coupled with focused campaign experience. Adept at creating and implementing client-centered, successful campaigns, aimed at improving brand awareness and presence. Experienced in leading teams of marketing professionals to meet and exceed digital marketing goals.

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## Experience

### Sales coordinator

Jan 2021 - Dec 2023

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- Develop and implement strategies to grow the sales and increase revenue
- Assisting with the preparation and organization of sales presentation, proposals, and contracts
- Communicating with customers to understand their needs and provide information about products or service
- Coordinating sales meeting, conference and events
- Monitoring sales performance metrics and preparing reports for management
- Handling customers inquiries and resolving any issues or complaints in a timely manner.

### Admin

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- Provide administrative support to ensure efficient operation of the office
- Answering and direct phone calls, manage correspondence and coordinate meetings and appointments
- Maintain office supplies inventory order supplies as needed and ensure proper functioning of office equipments
- Handle incoming and outgoing mail and packages
- Well organize and maintain paper and electronic files including data entry and record keeping within the office
- Perform general clerical tasks such as photocopying scanning and filling
- Assist in the coordinate of office events, meeting and travel arrangements

### Sales Representative

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- Develop and maintain relationships with new and existing customers to drive sales growth
  - Identifying and generate leads through cold calling networking and other sales strategies
  - Understand customer needs and recommend products or services that best meet those needs
  - Present and demonstrate products or service to potential customers
  - Negotiate contracts and close sales deals to achieve sales targets
  - Keep accurate records of sales activities customer interactions and sale transaction
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## Skills

Customer service, Communication skills, Diamond checker, Time management, Computer literacy, Leadership, Documentation review, Sales funnel development, Quality assurance understanding, Employee guidance, Systems and software programs, Product and service sales, Product promotions

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## EDUCATION

### **Bachelor Of Business Administration**

University Of Calicut, Kerala

### **Diploma In Gemology**

Skill Council Of India (Gjscl India)

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## **Languages**

English, Malayalam, Tamil, Hindi

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## **Software**

- MS OFFICE
- MS EXCEL
- OUTLOOK
- CRM
- OURO PRO
- NEBU
- OMS
- MS WORD

## **Interested Professions**

- Office administration
- Executive officer
- Office secretary
- Public relation officer
- HR assistant
- Account assistant

## **Declaration**

I hereby declare the information stated above are true to the best of my knowledge and believe