



RIHAN A

PROFILE

Professional with advanced training in digital marketing and 2 years of experience in sales and administration in the UAE. Skilled in developing digital strategies, managing sales operations, and performing administrative tasks. Fluent in Arabic and English, with a strong ability to navigate bilingual environments. Seeking a position in digital marketing, sales, or administration where I can leverage my expertise to drive growth and efficiency.

CONTACT

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DUBAI ,UAE

PERSONAL DETAILS

PASSPORT NUMBER : **U2752698**
PASSPORT EXPIRY: 14/01/2031
DOB : 16/09/2001
NATIONALITY : INDIAN
GENDER : MALE

LANGUAGES KNOWN

- ENGLISH
- ARABIC
- HINDI
- MALAYALAM

EDUCATION

BACHELOR OF COMMERCE (Calicut University)
2019 – 2022 (Pursuing)

ADVANCED DIGITAL MARKETING
FEB 2024 – MAY 2024

WORK EXPERIENCE

XPLOD SPORTS SALES & ADMIN	ABU DHABI, UAE
JAN 2021–JAN 2024	
<ul style="list-style-type: none">• Developed and executed sales strategies to achieve revenue targets• Managed client relationships, ensuring high levels of customer satisfaction and repeat business.• Analyzed sales data and market trends to adjust strategies and optimize performance.• Provided administrative support to senior management and other departments as needed.• Handled customer inquiries and provided support through various communication channels.	

FOUR FRAMES SALES & ADMIN	KERALA
JAN 2020 – DEC 2020	
<ul style="list-style-type: none">• Coordinated daily office operations, including scheduling, correspondence, and file management.• Assisted with budget tracking and expense management to ensure cost efficiency.• Coordinated with marketing teams to align sales campaigns with promotional activities.• Provided after-sales support, addressing client concerns and resolving issues promptly.	

SKILLS

EMAIL MARKETING

MS EXCEL

MS WORD

CRM

CASH HANDLING

COMMUNICATION

NEGOTIATION

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