



SAJEEED ALI M.P

SALES COODINATOR & DATA ENTRY

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📍 Dubai, Karama

CAREER OBJECTIVE

Seeking a challenging & creative position in a progressive, stimulating and challenging working environment where my skills can be fully utilized while sharing and gaining new experiences & knowledge. Proven record in consistently and committedly delivering the services which enhance the company's credibility and profitability.

PERSONAL INFO

DOB : 14/02/2000
Gender : Male
Marital Status : Single
Nationality : Indian
Visa status : Visit visa
Passport no : W2226417

TECHNICAL SKILL

- Microsoft Excel
- Microsoft word
- MS Power point

SOFT SKILLS

- Good communication skill
- Team work
- Attention to detail
- Time management
- Problem solving skill
- Customer service
- Analytical thinking

LANGUAGES

- English
- Malayalam
- Hindi
- Tamil

EDUCATION

- **Graduation: BSW-Bachelor of Social Work**
Calicut University (2022)
- **Higher Secondary**
Cordova College Cherpulassery, Palakkad, Kerala (2018)
- **High School**
Kerala State Board (2016)

WORK EXPERIENCE

- **SALES COODINATOR**
Edumart educational hypermarket – Kerala, India (2 Years)
 - Plan and coordinate account activity.
 - Guide clients through the purchase process.
 - Find, negotiate, and close business with new customers.
 - Attend client meeting such as product demos and presentations, among others.
 - Bring value to clients through their solutions.
- **MARKETING EXECUTIVE**
Madeena Agencies – Kerala, India (2 years)
 - Marketing development activity.
 - Arranging weakly meeting with executives. And also, board meeting.
 - Developing promotion all activities.
 - Dealing of Advertisement and publicity
 - Making camping and mass marketing at respective area.
 - Coordinating with department heads for forecasting person wise training needs.

DECLARATION

I hereby declare that information provided above is true to the best of my knowledge and belief

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