



MOHAMMED ATHEEK,

Sales and Customer Service

Ambitious and enthusiastic with the ability to adapt to any situation and proven potential to grow self and others. Seeking an entry-level opportunity with an esteemed organization where i can utilize my skills and enhance learning in field of work. Capable of mastering new technologies.

Get in touch!

mohdatheek11@gmail.com

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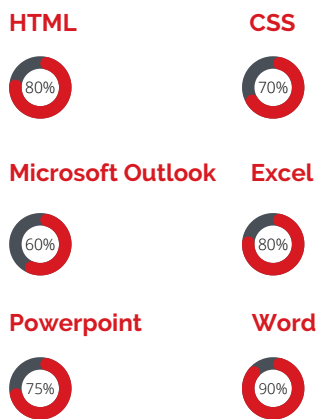
27th Feb 2000

Indian

Dubai, UAE

Visiting | Valid till May 2022

Computer Skills



Other interests :

~ Sports
~ Movies
~ Travelling
~ Singing

Work Experience

Sales coordinator | ELV Alliance IT Solutions International City Dubai | United Arab Emirates 2022(March)

- Generating reports, preparing proposals, collections details, coordinating with clients & suppliers.
- Answer Client/ Suppliers questions consulting with engineering team.
- Provide support and assistance to Pre-Sale Engineer and other team members.
- Generate group and/or corporate leads through internet prospecting, networking, and telemarketing.
- Follow up with the supplier for timely delivery.
- Handling LPOS and petty cash,
- Handling appropriate documentation such as service reports / data / project related documents / drawing in a suitable format so that they can be easily accessed

Sales Executive | Hyundai Motor Company Hyundai Mangalore | India 2020(Nov) - 2022(Jan)

- Selling cars and services using solid arguments to prospective customers.
- Maintained repeat business relationship from established customers.
- Active social media presence to increase networking opportunities to create, successful, on going customer relationship.
- Maintained repeated business relationships from established customers.
- Arrange special orders for customers by documenting choices, researching other retailers and delivering 100% on all expectations, ensuring 95% customer satisfaction.

FrontEnd Web developer Freelance

- Voluntarily helping not-yet funded start-up company of friend to develop its product for self educational purposes , includes coding in Html, Css, java Script and other programming languages .
- The work is divided into three teams, where one is responsible for all the graphic designs, other for all the front-end works and rest for entire back-end coding.
- Developing, Optimizing and Maintaining the websites and application using Html, Css and Java Script to meet my clients needs and goals

Academic History

St Aloysius College (Autonomous) Bachelor's Degree | 2018 - 2021

- Certificate of completion | Bachelor of Computer Applications
- Extra curricular activities | Red Cross Society, Inter-batch quiz competition
- Overall Percentage | 60%

St Aloysius college Intermediate Course | 2016 - 2018

- Certificate of completion | Computer Science, Statistics, Business studies, Accountancy(CSBA)
- Language and Economics.
- Overall Percentage | 67%

Skills

- Public Speaking
- Customer Service
- Communication
- Leadership
- Team work
- Problem solving and analytical skill
- Organized

Languages Spoken

English
Malayalam
Hindi
Kannada