**ABDUL RAZAK**

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LOOKING FOR MESSANGER / SALES EXECUTIVE OR ANY DRIVER JOBS

# CAREER OBJECTIVE

To acquaint myself with the realities, systems and practices of a world class corporation and utilize my theoretical knowledge and skills in contributing to organisational development and growth.

# WORKEXPERIENCES

## FIRSTSOURCESOLUTIONLtd.COCHIN, KERALA

**Position: SALES EXECUTIVE Duration: 2012 Jan - 2013 Apr**

**Responsibilities:**

* Sells products.
* Establishing contact and developing relationships.
* Identifies product improvements and contributes to team effort by accomplishing related results as needed.
* Identifies product improvements

## GAINTPLANTINTERNATIONALW.L.L

**Position: MESSANGER Duration: 2014 Nov-2016 Sep**

**Responsibilities:**

* Drive and delivery
* Organize office activities
* Confirm deliveries by checking in to the office after each delivery

### COMPUTER PROFICIENCY

* MICROSOFT OFFICE
* INTERNETANDRELATEDFUNCTIONS
* DATAENTRY

#### ACDEMIC QUALIFICATION

* Higher Secondary School - 2009

Kerala Board of Higher Secondary Education – Kerala, India

* SSLC - 2007

Kerala Board of Secondary Education – Kerala, India

#### CORE COMPETENCIES

* Client/Customer Focus - Stress Management Skill
* Process Management - Communication Proficiency
* Time Management - Data Entry

**LANGUAGE KNOWN**

English , Arabic ,Hindi , Malayalam ,Tamil

#### PERSONAL INFORMATION

|  |  |  |
| --- | --- | --- |
| Father’s Name | : | Moithu Vaniyankandy |
| Date of Birth | : | 29th January 1992 |
| Nationality | : | Indian |
| Marital Status | : | Single |
| Availability to Join | : | Immediately |

I hereby declare that the details furnished above are true to the best of my knowledge & belief.

**DATE: ABDUL RAZAK**