

MOHAMMED RAFEEL

SALES COORDINATOR CUM ADMIN ASSISTANT

Professional Sales coordinator cum admin assistant with over two years experience in selling Iron and steel material for construction purpose, involved in various engineering roles, project execution expertise, and development of new business opportunities.



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WORK EXPERIENCE

Sales coordinator cum admin assistant

United Steel

10/2019 – 12/2021

Trivandrum, INDIA

- Enhance the customer base of the organization by visiting clients from various levels.
- Present, promote and sell product/services effective sales & marketing strategies.
- Manage portfolio of customers based on geographical area and expanding the company presence.
- Identifying customer requirement and advice customer on suitable product specifications and solutions.
- Work with existing customers to help them get most out of the products offered.
- Built a rapport with customers to increase new opportunities and develop business.

Personal Details

- D.O.B :19.01.1996
- Nationality : Indian
- Passport : S1176077
- Visa status : Visit Visa

EDUCATION

Bachelor's Degree in Mechanical Engineering | 2018

Anna University, Tamil Nadu – INDIA

INTERNSHIP & PROJECT

- One week In-plant training at Cochin Shipyard Limited, India.
- Design and Fabrication of Multi nut tightening and removing tool.

CORE COMPETENCIES

- Effective communication and strong interpersonal skills
- Team Work
- Active Listening
- Sales & Marketing
- Quick learning
- Coordination
- Project Management

ACHIEVEMENTS

- Managed a team of 5 to execute various projects.
- Met sales target consistently.
- Developed & maintained effective sales materials for team members.
- Organized & trained on-site team to increase efficiency.

TECHNICAL SKILLS

- Marketing and cost estimation.
- Proficient in AutoCAD and MS office packages.
- Project planning and execution.

LANGUAGES

- English
- Hindi
- Malayalam
- Tamil