

MOHAMMED EJAS V K

Business Development Officer



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VALID U.A.E. Driving Licence

CAREER OBJECTIVE

To Obtain the Opportunity and Improve The Performances of The Company by Utilizing My Extreme Skills and Expertise. I am a Capable Employee and I can Work in a Fast Environment While Still Providing Excellent Results.

SKILLS AND COMPETENCIES

- Good command of communication skills in English, Hindi and Arabic.
- Ability to Track Record of Business -to- Business Sales at Corporate Level.
- Ability to develop good working relationships with the staff and the customers.
- Ability to observe the details and find methods to improve the publications.
- Profound ability to communicate verbally with customers in a professional manner.
- Proficient in MS Word and Excel.
- Proficient in Adobe Photoshop, Adobe illustrator and Adobe PDF Making.

LANGUAGE KNOWLEDGE

Arabic	● ● ● ● ● ●
English	● ● ● ● ● ●
Hindi	● ● ● ● ● ●
Malayalam	● ● ● ● ● ●

WORK EXPERIENCE.



مجموعة مؤسسات بن منصور
BIN MANSOUR GROUP OF COMPANIES

BIN MANSOUR GROUP ABU DHABI, UAE

Designation : Business Development Officer

Duration : November 2017 to April 2021



MODERN UNION PAPER PRODUCTS, DUBAI, U.A.E.

Designation : Business Development Officer

Duration : October 2015 to November 2017



UNITED PRINTING PRESS LLC, SHARJAH, UAE

Designation : Sales Executive

Duration : March 2014 to September 2015



INTERNATIONAL PRINTING PRESS LLC, DUBAI, UAE

Designation : Graphic Designer cum CTP

Duration : February 2012 to February 2014

JOB RESPONSIBILITIES

- Identifying potential customers, introducing about my company profile and generate the job enquiries.
- After getting the enquiry, forwarding to our office quotation department.
- Proper follow up with quotation department, for ensure the quotation to be sent on time.
- Technical Meeting with the customer for converting the enquiry in to an purchase order.
- After receiving the Purchase order, Ensure proper delivery, proper payment everything on time.
- Checking with the customer that if the job was meeting the customer requirements and satisfaction.
- Maintain a good and long term relationship with the customer.

PROFESSIONAL QUALIFICATION

• BBM – (Bachelor of Business Management,
Degree from Bharathiyar University 2012-2015)

- Completed Specified Course in Graphic Designing
- Microsoft Office (Word, Excel, PowerPoint)
- Completed Diploma Course in CTP

PERSONAL DETAILS

Date of Birth : March 17, 1994

Place Of Birth : Kerala, India

Nationality : Indian

Marital Status : Married

Passport No : K0077158

Visa Status : Visit Visa