

MUHAMMED SIRAJUDHEEN P



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Dubai, United Arab Emirates

SKILLS

Product knowledge. Communication skills.
Sales skills. Active listening.

Microsoft Excel Microsoft Powerpoint
Microsoft Word Tally Erp9

PERSONAL DETAILS

Date of Birth : 07/07/1995

Marital Status : Single

Nationality : Indian

Visa Status : Visit Visa

Passport : S6717413

LANGUAGES

English Malayalam Hindi

OBJECTIVE

I am looking for the challenging job where I can utilise my talents and knowledge, I want to learn from the organisation and growth with organisation

EXPERIENCE

Mi Lifestyle Marketing Global Pvt.

2020 - 2021

Administrative Assistant

- Answer and direct phone calls.
- Organize and schedule appointments and meetings.
- Maintain contact lists.
- Assist in the preparation of regularly scheduled reports.
- Develop and maintain a filing system.
- Produce and distribute correspondence memos, letters, faxes, and forms.

USPA Global Licencing Inc.

2018 - 2020

Sales Associate

- Maintain visual presentation standards that are consistent with the USPA philosophy and direction.
- Maximize sales volume.
- Client acquisition and retention.
- Maintain store appearance to reflect USPA standards.

EDUCATION

Bharathiar University

2015-2018

Bachelor Bussiness Administration
3.5

GHHS Vettathoor

2013-2014

Commerce
4.5

Kerala Board Of Public Examination

2012

SSLC
4.5

SSI IT EDUCATION

2019

Certificate Course
4.5

REFERENCE

Reference are available on request - ""