



NATIONALITY: INDIAN

DOB: 28-03-1997

SKILLS

- ☐ MS OFFICE
- ☐ PROBLEM SOLVING
- ☐ NEGOTIATION
- ☐ REFERRAL MARKET
- ☐ LEADERSHIP
- ☐ LABOR MANAGEMENT

VISA

- ☐ VISIT VISA

CERTIFICATIONS

- ☐ Auto Cad
- ☐ MEP Revit

LANGUAGES

- ☐ ENGLISH
- ☐ MALAYALAM
- ☐ HINDI
- ☐ TAMIL

Mohammed Rahis

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Dubai, United Arab Emirates

PROFESSIONAL SUMMARY

Sales and Administration bringing 3+ years of experience in food products and money exchange. Meticulous attention to detail with deep work knowledge.

WORK EXPERIENCE

Clairra International | Hyderabad, India MAR/2021 – SEP/2022

Sales Supervisor

- Meeting and negotiation with clients and suppliers.
- Demonstration and presentation of products and services.
- Coordinating with warehouse staff to ensure proper storage.
- Understanding customer requirements to develop effective quality control process.
- Maintain updated records of sales, purchased products, delivery information and invoice.
- Approve the right products and reject the defectives.
- Track orders and ensure timely deliveries.
- Attending trade exhibitions, conference and meetings.
- Labor management.
- Diplomatic Public communication.
- Managed people from different linguistic background.

Al Kanz money exchange | Kerala, India NOV/2019 – DEC/2020

Sales and administration

- Office administration management.
- Evaluating sales and purchases.
- Customer relationship management.
- Evaluating real time forex money value.
- Knowledge of FEMA Act and coordinating with RBI.
- Money management.
- Executes foreign currency transactions for clients.
- Recommends product based international currency and commodity market.
- Excellent organizational and management skills.

EDUCATION

- Diploma in mechanical engineering – KGC 2015-2017 (KERALA)
- Higher secondary 2013-2015