

MOHAMMED AJNAS



PROFILE

A personal charming and effective individual capable of taking an array of experience and expertise to volunteering in any field. Deeply enthusiastic about volunteering with the ability to grasp the big picture concepts and dive in the information required to incorporate it. Self-Motivated, hardworking and willing to take on any variety of tasks. Exceptionally trustworthy and well organized with excellent attention to details.

CONTACT

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VOLUNTEERING

- **Ministry of Health and Prevention
UAE- MUGHAIDER CENTER.**
(Covid Vaccination Drive)
- **Sharjah Blood Transfusion and
Research Center.**
(Blood donation Campaign)

EDUCATION

CENTER FOR MANAGEMENT STUDIES JAIN UNIVERSITY - INDIA
BACHELORS OF BUSINESS ADMINISTRATION
2019-2022 (GRADUATED)

ADDITIONAL ACADEMIC SPECIALIZATION

- Entrepreneurship
- Public Relations
- Marketing
- People Management
- Crisis Management

GULF ASIAN ENGLISH SCHOOL - SHARJAH, UAE
2016 – 2019
High school Graduate

WORK EXPERIENCE

THINK AND LEARN PVT.LTD (BYJUS LEARNING APP)

SALES TEAM LEADER

FEBRUARY 2021 – OCTOBER 2021

- Prepare and provide sales reports to management based on the performance of team members and mission-related objectives.
- Set daily and weekly sales goals for promoters and motivate them to achieve them, as well as motivate and urge promoters to work.
- Assign promoters to each outlet where the marketing campaigns will be place.
- To improve sales leads, gather samples, brochures, and flyers from the office and distribute them to the outlets where the promoters are assigned.
- Make cold calls and set up meetings with customers and salespeople.

B2B SALES PROMOTER

DECEMBER 2020 - FEBRUARY 2021

- Provide all the needed information on promoted products and services.
- Consistently seek new product knowledge to act as an expert for the customer.
- Disseminate product samples, brochures, flyers etc.
- Achieve Sales targets.

AL HUMAIDI LUXURY TRANSPORT FZCO.

ADMINISTRATIVE ASSISTANT

JULY 2020 – NOVEMBER 2020

- Handling client calls and delegating responsibilities to respective chauffeurs.
- Manage accounts, perform bookkeeping, and send invoices and transportation vouchers to clients via email.
- Create and maintain both electronic and physical filing systems.
- Well-versed in the use of Quick Books and accounting tools.
- Prepare memos, emails, bills, reports, and other correspondence as needed.
- Schedule appointments and keep calendars up to date.

PERSONAL DETAILS

Date of Birth	: 29 August 2001
Nationality	: Indian
Languages Known	: English, Hindi, Tamil, Malayalam
Visa Status	: Student Visa
Valid Driving License	: Automatic
Availability	: Immediately