



ASIF MOIDEEN P.A

India
KERALA
Contact: +91 9539708870
E-mail: asifmoideen79@gmail.com

CAREER OBJECTIVE:

A well organized, self-motivated individual with excellent communication skills at all levels and the ability to work as part of a team or on own initiative as required. Computer literate with knowledge of a range of software applications, including Word and Excel, and willing to undertake further training as required. I am highly energetic, enthusiastic, and confident and feel I would make an invaluable asset to any team. I am extremely excited to explore new career opportunities to further develop my experience and skills.

AREAS OF EXPERTISE:

❖ Relationship Building	❖ Customer Care
❖ Analyzing Statistics	❖ Data Validation
❖ Data Analysis	❖ Data Manipulation
❖ Sales Support	❖ Client relationship management



OPPO Pvt Ltd

SALES Executive

NOV 2019- AUG 2020

- ❖ Handling on a timely basis customer
- ❖ Making outbound sales calls in a professional manner while keeping and improving customer relations.
- ❖ Resolving client-billing problems and rescuing accounts receivable delinquency, applying good customer service in a timely manner.
- ❖ Improves the sales numbers
- ❖ Identifying issues attributing to sales and discuss with Management
- ❖ Mail correspondence to customers to encourage sales.
- ❖ Maintaining and updating customers files and databases
- ❖ Collaborating with numerous department managers to create and execute a web-based customer experience to improve customer relations.
- ❖ Monitoring progress whether work is done according to guidelines issued and giving feedback and suggestions for improvement of productivity.
- ❖ Achieving monthly target regularly.
- ❖ Other miscellaneous work as assigned by seniors.

PLUS POINT SUPERMARKET-UAE

Sales Executive, Collections , Back office support

SEPT 2020 –NOV 2021

- ❖ Contacting potential or existing customers to inform them about a product.
- ❖ Answering questions about products or the company.
- ❖ Asking questions to understand customer requirements and close sales.
- ❖ Enter and update customer information in the database.
- ❖ Ability to negotiate while maintaining a manner which shows sensitivity, tact, and professionalism.
- ❖ Speak clearly, concisely and effectively; listen to, and understand information and ideas as presented verbally.
- ❖ Ability to work in a fast-paced, team oriented environment.
- ❖ Assist and support administrative staff in their day to day operations.
- ❖ Coordinate with sales and marketing teams.
- ❖ Support sales staff in handling and documenting customer accounts.
- ❖ Correct discrepancies in customer account balances.
- ❖ Administrative support for all data entry on daily basis with MS Excel.
- ❖ Negotiating all customer service/collection billing issues on accounts.

ACADEMIC QUALIFICATION:

INSTITUTE	SUBJECT	YEAR
GOVT BOYS HSS Perumbavoor	12 th Science	2013-2015
Anita Vidyalaya EMHSS	SSLC	2013

Languages Known	D.O.B	Nationality	Religion	Marital Status
English, Hindi, Malayalam	26/04/1997	Indian	Islam	Married

REFERENCE:

References would be furnished upon request.