

CURRICULUM – VITAE

MUHAMMED ALTHAF K M

Dubai, UAE

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CARRIER OBJECTIVE:

An experienced Salesman executive with many years of invaluable experience working in customer support department with leading Men's Fashion Store, India. Highly focused with comprehensive knowledge of how to maintain a professional, helpful and courteous relationship with allocated customers. Having an enthusiastic and positive attitude and working hard to ensure that customers receive an excellent level of service whilst at the same time ensuring the highest level of sales for the company. Presently looking for a Salesman position with a reputable company.

WORKING EXPERIENCE:

Working as Salesman at Tomorrow land, Men's Fashion Store, India for last 2 years with the responsibility of handling Customer Service Support.

- Direct requests and unresolved issues to the designated resource
- Communicating daily offers and discounts to customers
- Diary management and management of meeting rooms
- Possibly handling event coordination, both internally and externally
- Handling queries and complaints via phone, email and general correspondence
- Possibly managing office supplies such as stationery, equipment and furniture
- Receiving and dispatching deliveries
- Assisting with mail as required

KEY SKILLS AND STRENGTHS

- Having a friendly & professional manner.
- Excellent personal presentation and interpersonal skills
- Ability to assess the client's need
- Quick learner
- Initiative, Creative
- Passion for exceptional customer service
- Good communication skills and an excellent telephone manner.
- Administration

ACADEMIC QUALIFICATION:

<u>Grade</u>	<u>Board</u>	<u>Year</u>
Diploma	Diploma in Graphic Designing	June 2017
H.S.C (12 th)	National Institute of open schooling	April 2015
S.S.L.C (10 th)	Board of Public Examinations, Kerala	March 2012

COMPUTER KNOWLEDGE:

- Ms-Office, Advanced Excel, Power Point and internet course.
- Knowledge of accounting software tally
- Computer Typing in English, Arabic, Malayalam

PERSONAL DETAILS:

Date of Birth : 16th May 1996
Father's Name : Muhammed Kunhi K M
Nationality : India
Language Known : English, Hindi & Malayalam
Sex : Male
Marital Status : Single
Religion : Islam
Hobbies : Reading Newspaper, Driving, listening music

PASSPORT DETAILS:

Passport No : M4022678
File No : K04067932889914
Place of Issue : Kozhikode
Date of Issue : 27/11/2014
Date of Expiry : 26/11/2024

DRIVING LICENCE DETAILS:

Driving Licence : Indian Union Kerala State Driving License
Driving Licence No : 14/6062/2014
Issuing Authority : Kerala State, India
Date of Issue : 25/08/2014
Date of expiry : 24/08/2034

I hereby declare that all the information furnished by me is true to the best of my knowledge and belief. In view of the above, I request to give me an opportunity to serve your organization and prove my competence towards matured growth and benefit.

Date:

(.....)

Place: United Arab Emirates

Muhammed Althaf K M