

MUHAMMED JAFER N I



Contact

☎: +974 30196057

✉: jaferjfr2711@gmail.com

Personal data

Date of Birth : 27/11/1994

Nationality : Indian

Passport Number :M6486359

Valid Qatar driving licence

Languages

- English
- Malayalam
- Hindi
- Tamil
- Arabic

Personal skill

- Adept in Technology
- Smart working
- Situation handling
- Relationship keeping
- Quick decision making
- Active listening
- Customer service
- Management skills
- Problem solving

Abridge

Looking for a challenging position to impart and establish strong Environment, To be associated with a progressive organization that gives me the scope to apply my knowledge and skills, and involve myself as a part of the team that dynamically work towards the growth of the organization.

Educational Qualification

- **Bachelor of Business Administration ,**
Bharathiar University, Tamilnadu, India **2012-2015**
- **MBA in Airline and airport management** **2015 -2017**
- **IATA In Airline Customer Service (Regular),**
Airline Academy, Trivandrum. **2015-2017**
- **Bachelor Diploma In Aviation(Diploma),**
Airline Academy, Trivandrum. **2015-2017**
- **Business English Certificate A2Level** **2015-2017**

Work Experience

SALES OFFICER AT ICICI BANK (India 2018-2019)

1. Generating unique sales plan
2. Creating engaging advertisements
3. Meeting marketing and sales human resource objectives

BUSINESS EXECUTIVE AT AXIS BANK (2019 –FEB2020)

1. Oversee the sales process to attract new clients.
2. Work with senior team members to identify and manage risks.
3. Maintain fruitful relationship with clients and address their needs effectively.
4. Research and indentify new market opportunities.

BUSINESS DEVELOPMENT EXECUTIVE (March2020-Dec2020) goshopper.qaonline shopping-doha Qatar

Maintain sales and growth efforts by contributing to new customer acquisition. I should be able to provide ideas to attract new clients and keep the senior management updated about marketplace and competitor activity.

- ✓ Build contacts with potential clients to create new business opportunities
- ✓ Keep prospective client database updated
- ✓ Make cold calls for new business leads
- ✓ Support in writing new business proposals
- ✓ Maintain knowledge of all product and service offerings of the company.

Areas of expertise

ADMINISTRATIVE ASSISTANT

Providing support for all types of organaization and businesses and their staff members. Book keeping,planning and sheduling ,documentation, managing inventory assistance.

Sales Marketing

Answers questions from clients about product and service benefit

Customer Service

Full filling the needs and wants of the customer.

Passenger Handling

Assistance with bookings / reservations, processing boarding pass

Call Center

Management and resolve customer complaints

Inventry managment

Evaluate new inventory to ensure its ready for shipment.

Inventory controller & sales executive in Lulu
rayyan group of companies(jan2021-Aug2023)

Job responsibility

- ✓ Perform informal and formal needs assessments for each customer to recommend appropriate goods and services
- ✓ Develop a rapport with customers, demonstrating a friendly and helpful manner to put them at ease
- ✓ Maintain a neat and clean appearance to represent a positive image of the company and its brand at all times
- ✓ Participate in training and professional development and put new skills to immediate and meaningful use
- ✓ Foster a positive and pleasant working relationship with members of the customer service sales team

CERTIFICATION

This is to certify that the information submitted above is true and correct to the best of my knowledge and belief and nothing has been concealed or distorted.

Yours scincerly,

MUHAMMED JAFER N I