



MUHAMMED RAFI

SUMMARY OF QUALIFICATIONS

An energetic, focused, smart and task oriented Men with a friendly and mature manner of approach, effective communication and time management skills. Currently seeking for a position in a challenging organization where I will able to contribute my accurate skills with a dynamic team geared towards the realization of the organizations strategic short term and long term goals

Career

To be part of an organization where my creativity and intellectual ability is encourage for the mutual benefit of the company.

Working Experience

➡ **DOCUMENT CONTROLLER :**

Archdome Consulting Engineers – DUBAI – 1 Year

Duties & Responsibilities

- Copy, scan and store documents
- Check for accuracy and edit files, like contracts
- Review and update technical documents (e.g. manuals and workflows)
- Distribute project-related copies to internal teams
- File documents in physical and digital records

➡ **SALESMAN :**

Baqala – Alain – 2 Years

Duties & Responsibilities

- Greeted and interacted with customers to determine their product requirements.
- Provided high quality customer service to clients and maintained their satisfaction level.
- Provided purchasing assistance to customers and guided them to product location.
- Promoted, recommended, and sold appropriate merchandise to customers.
- Processed payment transactions and bagged customer purchases, promptly and properly.

➡ **STOREKEEPER :**

Textiles& Ready-mades Shop(Fashion Palace) – India – 2 Years

➡ **SALESMAN :**

My –G World –Calicut , Kerala- India

Working as a sales man Experience in 2 Years

SKILLS

- ✓ Endurance to stand and walk for long hours.
- ✓ Flexible work hours.
- ✓ Friendly disposition.
- ✓ Excellent coordination skills.
- ✓ Excellent communication skills

Declaration

I hereby declared that all statements in this resume are true, complete and correct to the best of my knowledge and belief.

MUHAMMED RAFI

ADDRESS

Dubai UAE

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Email Address:

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PERSONAL INFORMATION

Sex : Male
Date of Birth : 06-12-1998
Nationality : Indian
Visa Status : Visit visa
Languages : English, Arabic
Hindi

EDUCATION

- ✓ Higher Secondary School Certificate

PERSONAL SKILLS

- *Ability to work well under pressure.
- *Able to work in standing position for long period of time.
- *Able to work in busy environment.
- *Does high quality of work while unsepervised.
- *Willing to follow instructions and ask questions for clarification if needed.