

MOHAMMAD FAHAD SAYED

My career objective is to succeed in an environment of growth and excellence and earn a job that provides me job satisfaction and self-development and help me achieve personal as well as organizational goals.

Academic Qualification

- **Manipal University, Dubai, UAE — *Bachelors of Business Administration-***
SEPTEMBER 2015 - SEPTEMBER 2018
- **Al Siraj, Dubai, UAE — *Higher Secondary Certificate (HSC)***
MARCH 2015

EXTRA CURRICULAR ACTIVITIES

- **Business Events Committee — *Student Head***

ACCOMPLISHMENTS

- Liwa Trading Enterprises – Achieved best Sales Assistant in the first month at Olymp.
- Cart JBS Portal LLC – Won top seller prize for 2 consecutive months, achieving 155% of monthly targets.
- Featured in Amazon.ae As a Model – Urban Exchange Dubai: Fashion

WORK EXPERIENCE

June 2020 – December 2020 KAF International Trading L.L.C, Dubai, UAE

Admin Assistant

- Scheduling Shifts for the employees and tracking their punctuality
- Creating categories and mapping the website for the ecommerce platform
- Keeping track of the selling prices on a day to day basis and updating the product details on the ecommerce platform
- Managing a team of 4 employees and delegating work on a day to day basis
- Inventory management
- Product barcoding and detailing
- Keeping track of the orders placed by the customers

January 2020 – June 2020 Belhasa Driving Centre, Dubai, UAE

Customer Care Executive

- Scouting for new clients
- Customer interaction and customer relationship management
- RTA registrations
- Handle the processing of Driving license



CONTACT DETAILS

E-mail:

sayedfahad17@gmail.com

Mob. No.: +971562347546

PERSONAL DETAILS

Nationality: Indian

Date of Birth: 28/Dec/1997

Driving license: Valid UAE Driving License

LANGUAGES

English: fluent

Urdu: fluent

Hindi: Fluent

Arabic: Basic

KEY SKILLS AND

COMPETENCIES

- Communication, Network & Negotiation. Attention to Detail.
- Analytical skills, Creative with Strategic approach.
- Experience in Customer Interaction.
- Marketing Strategy.
- Creative Team Leadership
- Microsoft Excel, PowerPoint, MS Word, Hubspot CRM & Outlook

WORKSHOP

- Attended the workshop on Microsoft excel.
- Attended the workshop on tally.
- Attended the workshop on popular writing

SPORTS/HOBBIES

Football, basketball, cricket, dancing.

November 2018- November 2019 Cart JBS Portal LLC, Dubai, UAE

Business Development Executive

- Business Development Interactions - Coordination, planning and implementation of Sales and Marketing Strategies of the organization along with communications campaign planning and execution.
- Internal & External Business Communications – drafting, reviewing, proofreading and distribution
- Brand Building and integration with corporates.
- Handle the processing of all orders with accuracy and timeliness
- Preparations and finalization of white papers for business initiatives.
- Supporting the team with planning & direction for all clients marketing & brand building efforts.
- Identifying client needs and developing business proposals for clients.
- Strategy creation, implementation and control based on client briefs, market analysis and business needs.
- Build sustainable relationships and trust with customer accounts through open and interactive communication.

July 2016 – October 2018 Liwa Trading Enterprises, Dubai, UAE

Sales Assistant/ Customer Service

- Managing all sales activities.
- Greet customers & see to the customer requirements.
- Maintain knowledge of current sales and promotions, policies regarding payment.
- Maintain records related to sales.
- Place special orders or call other stores to find desired items.
- Recommend, select and help locate or obtain merchandise based on customer needs.

August 2015 – June 2016 Done Events, Dubai, UAE

Events coordinator

- Managing Marketing & selling of event spaces.
- Account management.
- Liaising with vendors.
- Assisting in the planning of events