



Mohd Ashraf

PROFESSIONAL SUMMARY

Seeking a responsible position in your esteemed organization where an opportunity exists for innovative and challenging professionals to reach at the top with all my strength.

WORK HISTORY

Senior Sales Officer 01/2018 - 08/2020

RAK BANK - Dubai, United Arab Emirates

- Maintained positive, productive professional client relationships for continued loyalty and consistent investment.
- Regularly monitored market and competitor behaviours to increase the sales.
- Visit Corporate houses and meet with HR and accountant in order to identify new business opportunities and giving them financial credit
- Opening corporate accounts, current account and personal finance as per client need.

Administrative Officer

Zaid Al Hussain Group 2008 To 2012, Saudi Arab

IBM DAKSH INDIA 2012 To 2018 Gurgaon, India

- Monitored and evaluated personnel performance to complete reviews, recommend advancement or address productivity concerns.
- Recruit, hire, and train new employees based on departmental need.
- Evaluate current employees; provide support where needed
- Assign work tasks, create schedule and manage calander.
- Make travel arrangement for staff.
- Coordinate with outside vendors and contractors.
- Directly supervise clerical support staff.
- Maintain records and database of employee information and company information.
- Create reports, prepare presentation and write letters.
- Manage inventory of office supplies, purchase supplies and equipment when needed.

Sales Executive 01/2006 - 10/2008

Policy Bazaar - Gurgaon, India

- Handled daily customer meetings, sales calls and account management tasks.
- Issue life insurance policy depends on customer financial protection needs.
- Issue life insurance policy depends on customer financial protection needs.
- Policy bazaar is an online portal, giving opportunity to buy cheapest insurance plan in insurance sector.

EDUCATION

Bachelor of Arts : English , 04/2004

Sahu Jain Collage Najibabad

12th pass : Muslim Inter Collage, Kiratpur, Bijnor

CONTACT

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SKILLS

- Sales data analysis
- Outstanding communication
- Revenue generation
- Valuable prospecting
- New employee training
- Specialized HR projects
- Personnel file management

Certificate of Higher Education : Networking, Hardware and Software
programming , 02/2005

CCNA, Hardware and Software - Najibabad

PERSONAL PROFILE

- Father's Name : Mr Sharafat
- Date of Birth : 5th Nov 1982
- Marital Status : Married
- Nationality : Indian
- Language Known : English, Arabic, Hindi

Place : Dubai, UAE

Date :