



# Mohd Ashraf

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## 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.

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## 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.
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- Policy bazaar is an online portal, giving opportunity to buy cheapest insurance plan in insurance sector.

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## EDUCATION

**Bachelor of Arts** : English , 04/2004

**Sahu Jain Collage Najibabad**

**12<sup>th</sup> pass** : Muslim Inter Collage, Kiratpur, Bijnor

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## 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 : 5<sup>th</sup> Nov 1982
- Marital Status : Married
- Nationality : Indian
- Language Known : English, Arabic, Hindi

Place : Dubai, UAE

Date :