



# MOHAMMED ZIYA P.T

MARKETING EXECUTIVE

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## SUMMARY OF QUALIFICATION

A proactive person to work in a challenging environment where my qualification and dedication can be utilized for the prospects of the organization. Currently seeking for a job as sales and marketing executive to improve my existing abilities, knowledge and skills

## EDUCATIONAL INFO

- **Master of Business Administration (MBA)**  
**Jaipur National University(india), Dubai**  
**Anticipated graduation: August 2020**

Comprehensive coursework Real workforce experience in sales management, marketing practice, finance, economics and business psychology

- **Bachelor of Business Administration**  
**Albedo School of Business Management and Studies.**
- **Fathima matha higher secondary school**  
**Malappuram, Kerala**  
**2012-2014**
- **New Indian Model School**  
**sharjah, UAE**  
**2010-2012**

## PERSONAL INFORMATION

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|------------------|------------|--------------------|
| • Date of Birth: | • Gender : | • Marital status : |
| 22-10-1993       | Male       | Single             |

Holding Valid UAE Driving License

## **WORK EXPERIENCE**

### **Marketing Executive**

**Moulana Sanitary ware trading. L.L.C**

**Sharjah,UAE**

**2016 Feb-2019 Nov**

#### **Responsibilities**

- Achieve high levels of customer satisfaction through excellence in receiving, identifying, dispatching and assuring quality of goods
- Measure and report the effectiveness of warehousing activities and employees performance
- Organize and maintain inventory and storage area
- Ensure shipments' and inventory transactions' accuracy
- Communicate job expectations and coach employees

## **COLLECTION OFFICER**

**DERBY GROUP OF COMPANIES- RAK BANK**

**Sharjah,UAE**

**2020 May-2020 Nov**

- Follow up on past dues (Overdraft, Loan, Credit Cards and Auto loans write off & Bucket Cases) of assigned customers through Telephone, emails and field visits.
- Handling recovery for loans & credit cards.
- Assisting customers with legal cases for its documentation and release.
- Attempt to collect payment and achieve the current month's target.

#### **SKILLS**

- Tally
- Microsoft Office - Word, Excel, Power Point
- Communication skills and networking skills
- Adaptability
- Commercial awareness

#### **LANGUAGE**

- English, Malayalam, Hindi

#### **NOTABLE ACHIEVEMENTS**

- Saving money by negotiating a better deal from supplier
- Target Achievement
- Maintained a 97% Satisfaction rating as a sales executive