

CURRICULUM VITAE



MOHAMMED HAMEED UR RAHMAN

Contact No: - 056-4652864, 050-6308963

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CAREER OBJECTIVE

I am extremely motivated and looking for a challenging job and to be a part of a professional organization that will accelerate my career through continuous learning new skills/knowledge and build my capabilities through hard working, dedication and be a part of a team in successfully achieving the company's goals.

EDUCATIONAL QUALIFICATION

Bachelor of Business Administration (BBA) from BIMS College, Dubai (UAE)

Master of Business Administration (Perusing)

Secondary School from Our Own English High school, Dubai (UAE)

Software Skills

AUTOCAD (2D & 3D) from UIT Training Institute, Dubai (UAE).

Microsoft office (Excel, word & PowerPoint)

PROFESSIONAL EXPERIENCE

1.

COMPANY: S H A R A F D G

POSITION: SALES ASSISTANT

DURATION: JUNE' 2018 – MARCH' 2019

Job Responsibilities

Working within established guidelines, particularly with brands

Update customer records in the company database as required.

Organize sales presentations and ensure that all sales presentation materials are prepared prior to deadlines.

Contact customers to answer basic procedural questions or to gauge their level of satisfaction with the company.

Report any inventory or service issues to management and the appropriate Account Manager immediately.

Assisting with store deliveries.

Be involved in stock control and management.

Assisting shoppers to find the goods and products they are looking for.

Keeping up to date with special promotions.

2.

COMPANY: NAFFCO

POSITION : ACCOUNTS ASSISTANT

DURATION: SEPT 2021 – DEC2021

Job Responsibilities

- 1- Preparing financial documents such as invoices, bills, and accounts payable and receivable
- 2- Completing purchase orders
- 3- Managing payroll
- 4- Completing financial reports on a regular basis and providing information to the finance team
- 5- Assisting with budgets

STRENGTH

- Hard working.
- Self-motivated.
- Punctual.
- Professionally committed to the given task.
- Ability to take every initiative
- Strongly believe in teamwork.
- Capable of working under extreme stress conditions.

PERSONAL DETAILS

Date of Birth : 04-10-1999

Father's Name : Mohammed Mujeeb Ur Rahman

Marital Status : Single

Nationality : Indian

Permanent Address : 5-992/13D, Yadulla Colony Kalaburagi, Karnataka. Passport No : U 5768124

Date of Issue & Expiry : 03-02-2020 & 02-02-2030

Languages known : English, Hindi, Kannada & Urdu

REFERENCE

- 1) Mohammed Mujeeb-Ur-Rahman
Sr. Civil Engineer, Dubai (UAE)
Mobile No: 050-6308963
- 2) Hanook Samuel Timothy
Maintenance Department
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