

MOHAMMED ABDUL MUNAF (SALES AND MARKETING MANAGER)

Age :- 29

Address :- Deria, Dubai, UAE

Tel :- +971 55563 6996

Email:-munafmd619@gmail.com

EDUCATION/QUALIFICATION

Course	University	College/ Institution	Year
Pursuing B.com	University	Acharya Nagarjuna	2017
Diploma in Auto cadd	National small industries Corporation LTD	NSIC	2013
Intermediate	Board of Intermediate Education	ISO Junior College	2011-12
SSC	Secondary School Certificate	AnandBagh High School	2010

PERSONAL PROFILE:-

- Excellent ability to communicate with the public in a courteous manner.
- Remarkable ability to partially supervise other employees doing related or similar work.
- Answered the telephone responded to complaints about Department's service
- Resolved a variety of problems related
- A Strong Team member With Experience of Team Leadership in a Multicultural Environment.

PROFESSIONAL EXPERIENCE:-

From 15th October 2020 To till date

Institution: OM SRI SAI GANESH-Hyderabad –India

Designation : SALES & MARKETING MANAGER

- Managing Organizational Sales by Developing a business plan that covers sales, revenue and expense control.
- Monitor team performance
- Set clear team goals
- Motivate team members
- Listen to team member feedback and resolve any issue
- Follow up with client and close the sales provided by the team member.

From 10th March 2020 To 26th September 2020

Institution: ALFA FINANCIAL LLC (Stock Market)-Dubai -United Arab Emirates

Designation : STOCK BROKER / FC DEALER

From 29th October 2014 To Date 16th November 2019

Institution: AL DAHAB EXCHANGE COMPANY -Abudhabi -United Arab Emirates

Designation : FC CASHIER / BANKING CLERK

FC Daily Task

- Buying And Selling Currency From The Customer
- Currency Dealing With Other Retail Store Such As Jewelry Shops, Brands Showroom, Taxies Company
- Bulk Currency Dealing With Corporate Company Staff And Shipping Companies Staff
- Wholesale Dealing With Other Exchanges Houses
- Stack currency in order of denomination and District number.
- Verify and Tally cash Received.
- Submit currency wrapping in a bundle for vault deposit.

Banking Clerk Daily Task

- Doing Local and International Financial Remittances
- Having A Good Knowledge Of Different Product Like Casmex, Western Union , Money Gram, Instant Cash Tranfast.Etc
- Accept customers deposit and make payments.
- Handling WPS System
- Uploading DBP system For Philippines
- Making Settlement For Western Union

From 2012 To 2013

Institution: (DELMA EXCHANGE) -Abudhabi -United Arab Emirates

Designation : COUNTER CLERK/ MARKETING OFFICER

COUNTER CLERK :-

- Local and International Financial Remittance mentioned above.

MARKETING OFFICE :-

- To undertake any Reasonable duties request by marketing manager.
- Ensure company management guidelines and policies are followed.
- To manage and maintain positive relationships with venue staff and media partners.
- To take responsibility for originating and planning campaigns in conjunction with the Marketing.
- Supply sufficient information to the marketing manager to enable effective budgetary control of specific areas of activity.
- Work as a team with others in the Marketing department in various projects and daily tasks

STRENGTHS

- PositiveAttitude
- Strong WorkEthic
- Honesty andIntegrity
- Punctuality
- Analytical and Problem SolvingSkills
- Team WorkSkills
- Customer serviceskills

COMPUTERSKILLS

- Proficient with Microsoft Word, Excel,PowerPoint
- Auto Cad –civil
- Forex Trader –Currency

HOBBIES

- Discussing and sharing ideas, Learning experiences and challenges withpeers and other peoplein the businessfield
- Visiting NewPlaces

LANGUAGE PROFICIENCY:

- ENGLISH
- HINDI
- URDU ANDTELUGU

PERSONALPROFILE

Name	:	MOHAMMED ABDULMUNAF
Father'sName	:	MD. OSMAN
Nationality	:	INDIAN
Gender	:	Male
DateofBirth	:	10th November, 1993
MaritalStatus	:	Single
Passport	:	J8353519
Visa Status	:	Visit Visa (2 August 2023)

DECLARATION:

I hereby declare that the above information given by me is true and correct to the best ofmy knowledge and belief, hope you will give me an opportunity to serve your esteemed Organization sincerely up to my levelbest.

Place:

Date:

(MOHAMMED ABDUL MUNAF)