

About Me

Enthusiastic and dedicated professional with a passion for continuous growth and learning. I thrive on challenges and approach every task with creativity and a positive attitude. My strong interpersonal skills allow me to effectively collaborate with diverse teams, while my adaptability enables me to excel in dynamic environments. I am committed to achieving excellence in all endeavors and strive to make a positive impact in everything I do. With a proactive and solution-oriented mindset, I am eager to contribute my skills and bring value to any organization I join. Let's connect and explore how we can create success together.



MUHAMMED KARAKKULATH
TELLER, CUSTOMER
SERVICE



+971567106187



muhammed475173@gmail.com

PERSONAL DETAILS

Address :

Silicon Oasis,Dubai,UAE

Nationality :

Indian

DOB :

01/04/1994

Visa Status :

Visit Visa (Expiry : 17/09/23)

Martial Status :

Married

SKILLS

- Management Skills
- Creativity
- Cash Handling
- Customer Service
- Goal Oriented
- Negotiation
- Critical Thinking
- Leadership

EXPERIENCE

SALES EXECUTIVE

GameLine Distribution

Dubai

Aug 2022 - Jan 2023

- Creating new customers,generating sales managing promoters.
- Meeting with vendors and clients to negotiate the best contracts.
- Monitoring inventory and writing orders to refill the stock.
- Updating all records of purchased products.
- Preparing reports on purchase made and performing cost analyses.
- Follow up on payments and handling marketing advertisements.
- Achieve agreed upon sales targets and outcomes within schedule.
- Coordinate sales effort with team members and other departments.

CASHIER, TELLER ,CUSTOMER SERVICE

Sajwani Exchange

Dubai

Oct 2019 - May 2022

- Executed customer transactions regarding cash,money orders and money exchange.
- Processing remittance to different countries.
- Ensure that all process and transactions on day to day activities will adhere to the AML policies, UAE Central bank regulations and other policies of the exchange.
- Quote unit exchange rates, following daily international rate sheets or computer displays.
- Assisting the manager in strategic formulation of plans for achieving the Quarter and Annual targets.
- Creation of Shift Roasters for the daily shifts.
- Sale and Purchase of foreign currency at prevailing exchange rate.
- Prepare MIS and cash in Hand report at the end of duty.
- Manages inventory of marketing materials and ensures all are up to date.

LANGUAGES

- English
- Hindi
- Malayalam
- Tamil

REFERENCES

- **Lanson Dsouza**
Branch Manager
Sajwani Exchange
Lanson.dsouza@yahoo.com
+971525811487
- **Abdullah**
Manager
Hadeqat Al Madina
+971508707152
- **Shajeer P**
General Manager
Royal Enfield
+919895727902
- **Prince**
Sales Manager
GameLine Distribution
+971555876706

DRIVING LICENCE

LMV Manual (UAE)

SALES EXECUTIVE

Hadeqat Al Madina
Dubai

Apr 2018 - Mar 2019

- Provide customers with information on daily deals and discounts.
- Stock shelves following the supermarket's policies and make sure
- that any out of stock product is informed to the supervisor.
- Answer customers queries regarding products and deliveries.
- Guide customers throughout the shopping process.
- Demonstrate supermarket items to sell them.
- Ensure that any damaged or expired products are reported and removed from shelves.
- Perform cashier duties by handling cash, credit, and check payments.
- Ensure that the produce section is replenished with fresh items continuously.
- Manage customers' refunds and returns.
- Receive delivery of supermarket merchandise and make sure that all items are stored and stacked properly.

SALES EXECUTIVE

Royal Enfield

Calicut, India

Jan 2017 - Feb 2018

- Effectively handled daily customer meetings, sales calls and account management tasks, improving sales team efficiency.
- Built focused new client networks, growing business opportunities and increasing revenue possibilities.
- Fostered positive relationships with customers to enhance loyalty and retention.
- Contacted prospects by phone ahead of contract and warranty expiration, actively initiating renewal processes.
- Assist with other duties assigned by the showroom manager.

EDUCATION

2011 - 2014

BACHELOR OF SCIENCE

Calicut university,
Calicut, India

2009 - 2011

Higher Secondary

RAC HSS (NCERT)
Calicut, India

2006 - 2009

Secondary School

SIHSS (Kerala State Educational
Board)
Kerala, India