



CONTACT

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PERSONAL DETAILS

Date of Birth: 13/10/2000
Nationality: Indian
Marital Status: Unmarried
Visa Status: Visit Visa
Language: English, Hindi, Urdu

MOHAMMAD NOMAN

PROFESSIONAL SUMMARY

To work in an organization which provides me with ample opportunities to enhance my skills and knowledge along with contributing to the growth of the organization.

EDUCATION

June 2020

Bachelor of Commerce (B. Com)

Dr. Rammanohar Lohia Avadh University, Faizabad, India

WORK EXPERIENCE

Sales Officer

HDB Financial Services – Mumbai, India 02/2023 -- 02/2024

- Evaluated customer eligibility for EMI-based product purchases by conducting thorough assessments of their financial profiles.
- Processed loan applications, ensuring all required documentation was accurate and complete.
- Provided detailed information to customers regarding EMI plans, including tenure, interest rates, and repayment schedules.
- Assisted customers throughout the loan approval process, offering exceptional customer service and support.
- Collaborated with internal teams to streamline loan processing and enhance customer satisfaction.
- Maintained accurate records of all transactions and communications with customers.
- Achieved monthly sales targets and contributed to the overall growth of the branch.

Customer Service Associate

01/2022 – 02/2023

Reliance Digital, Mumbai – India

- Greet customers and assist them in locating products.
- Provide detailed information about products, including specifications, features, and benefits.
- Assist customers with the purchase process, including explaining financing options and promotions.
- Help customers compare products and make informed decisions.
- Assist in stock management and inventory control.
- Ensure shelves are stocked and products are displayed properly.
- Basic understanding of consumer electronics and appliances.
- Ability to operate point-of-sale (POS) systems and customer service software.

CERTIFICATE

Advance Diploma in Computer Application (ADCA)

EXPERTISE

Customer Need Analysis
Organizational Skills
Microsoft Office
Relationship Building

POS (Point of Sale) Systems
Sales Software Tools
Active Listening
Attention on Details