

## COVER LETTER

**Rafiq Mohammad**

**Sales/Customer**

**Support/Marketing**

**Management/Inventory/**

**Data Entry.**

**Current Address: Dubai Nakheel Sikka 39**

**Street 28 ,Naif, Dubai, UAE.**

**Permanent Address: India.**

**Email: poswalrafiq@gmail.com**

**Phone: +971-583080360**

Dear Hiring Team,

I am thrilled to submit my application for the current hiring in your organization. I believed I would be a perfect fit for the position as I am passionate about the role and possess the motivation and perseverance to overcome any challenge thrown my way.

**I have total 6 years of experience in Sales, Customer Support, Marketing Management, Inventory, Data Entry & Sales.**

From my previous experiences I have learnt valuable skills such as communication skills, problem solving skills, teamwork, I thrive working in high pressure situations and am a highly adaptable professional.

I can see myself vastly developing my skills and professional expertise at your organization, which would be an exhilarating opportunity. I am always hungry to improve myself and i am dedicated to continuously learning.

Thank you for taking time to consider my application and requesting you to kindly have a look into my CV, if you find interested, please do call or mail me at your convenience.

I will be thankful to you.

Sincerely,

Rafiq Mohammad

# RAFIQ MOHAMMAD

+ (971) 583080360  
poswalrafiq@gmail.com  
Dubai Nakheel UAE.

To secure a challenging position in a reputable organization to expand my learnings, knowledge, and skills. Secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company.



## Experience

01/2018 to 04/2024

**Retail  
Sales/Marketing  
Aim S & F Retails.  
Ranchi India.**

- Maintain customer experience through team member interaction and store presentation.
- Execution of company merchandising.
- Maintain the sales quota through inside sales at retail store on a daily basis.
- Supervise actions of the retail sales associates within his/her department.
- Prepare cost analysis, quotes, and profit calculations.
- Maintain knowledge of new products and research, primarily computer systems.
- Endeavor to meet and exceed team member expectations by providing department and service teamwork.
- Demonstrate teamwork by assisting and cooperating with co-workers as needed.
- Communicate effectively.
- Maintain confidentiality of company and all customer information.
- Represent company in areas of public relations like trade shows, parades, etc.
- Achieve needed results and a high level of sales performance
- Assist event manager with managing and training of all employees in maximizing sales and performing daily tasks.
- Oversee preparation of displays, merchandise, and presentations.
- Coordinate the flow of goods from the stock room to the sales floor and do merchandise replenishment.
- Oversee and ensure compliance of all staff with established company policies.

### Daily Responsibility: -

- Create Positive work Environment.
- Communicate with Customers and address any problems they may have.
- Serve as the primary point of contact for Customers.
- Operate registers and perform general checkout functions.
- Manage all orders, stock & Inventory.

## Highlights

- Results-oriented
- Team Building
- Sales Expertise
- Inventory Managing
- Marketing Management
- Customer Support
- Organizational capacity
- Excellent work ethic
- Ability to motivate staff and maintain good relations
- MS Office/Excel Knowledge
- Productivity Maximization

## Education

### Bachelor of Science.

BSC  
HP University India

### School & Higher School

SSC

### Diploma In Computer Application

DCA

## Hobbies

Photography

Travelling

Music

Sports

## Personal Details

**Date of Birth:** 06-10-1986  
**Gender:** Male  
**Marital Status:** Married  
**Permanent Address:** India  
**Passport Number** : V2333683

## Achievements

- Achieved 1-time RNR of the Year in Aim S & F Retails.
- Successfully completed the project of Retail Sales Management & Safety Measurements.
- Handled the responsibility of process training of new joiners from time to time and this role was entrusted to me due to maintaining a consistent performance of 90% score.

## Languages

- English
- Hindi

## Certification

- BSC
- DCA

## Projects

- Sales
- Staff Training
- Safety Measurements

I hereby declare that the above information provided by me is correct and updated.

*Rafiq Mohammad*