

Abdul

Rasheed H



Dubai, UAE

Mob: 058 2083793

E-mail: rasheedpadil@gmail.com

Academic Credentials

- **Bachelor of Business Management,**
Mangalore University, 2004
- **Diploma in IATA/UFTAA**
foundation and EBT course from
MONTREAL University, 2007
- **Diploma in E-Business Management–**
Includes Windows, MS Office and
Accounting Tally etc.

Languages

English ★★★★★

Hindi ★★★★★

Kannada ★★★★★

Malayalam ★★★☆☆

Skill Highlights

- Active listening
- Interpersonal skill
- Creativity & Innovative
- Responsibility
- Negotiation
- Analytical & Organizational Skill
- Adaptability

Pastime

- Reading
- Traveling
- Marketing
- Volunteering
- Listening lectures
- Community Involvement

Personal Dossier

DOB : 14 Aug 1983

Nationality : Indian

Visa Status : Tourist Visa

Driving License : Valid UAE license

PROFESSIONAL PROFILE

I am committed and results-driven professional with a highly successful background in sales, administration, and new business development.

Possess excellent interpersonal, communication and negotiation skills and the ability to develop and maintain beneficial professional business relationships.

EXPERIENCE

BUSINESS DEVELOPMENT EXECUTIVE

Usman Hussain General Trading LLC, Dubai, UAE (Office Supplies & Stationary) - Oct 2021 to Sep 2024 (3 Years)

- Conducting market research to identify selling possibilities and evaluate customer needs
- Actively seeking out new sales opportunities through cold calling, personal visits, networking and social media
- Setting up meetings with potential clients and listening to their needs and concerns
- Create frequent reviews and reports with sales and financial data
- Ensure the availability of stock for sales and demonstrations
- Participate on behalf of the company in exhibitions or conferences
- Negotiate/close deals and handle complaints or objections
- Collaborate with team members to achieve better results
- Gather feedback from customers or prospects and share with internal teams

BRANCH INCHARGE

Al Ghurair Exchange – Dubai UAE, Aug 2008 to Nov 2016 (8 Years)

- Managing all Operational and Administrative tasks of the branch by leading a team of 9 people.
- Studying and analyzing the financial market and adjusting the various financial products to obtain maximum sale and profit.
- Coordinating and supporting the team for all the branch activities and guiding them to deliver excellent service and products to the customers.
- Handling high amounts of various currencies and coordinating with other financial market for maximum profit without risk.
- Executing large volume of remittance from UAE to banks all over the world with high accuracy and proficiency.
- Prepared various reports, letters, coordinate with the operations team and monitor the branch activities.
- Maintain the clients by personal relationship and providing best service. Handling branch issues and customer complaints with proper solutions.

TRAVEL CONSULTANT

Belhasa Tourism & Travel LLC – Dubai, Jan 2008 to July 2008

- Handle travel requests for clients including flights, hotels, visas, car rentals, and insurance.
- Manage end-to-end travel bookings, ensuring policy compliance and cost efficiency.
- Provide professional advice on travel regulations, visa requirements, and travel restrictions.
- Assist clients with travel-related issues, including cancellations, rescheduling, and emergency changes.
- Stay updated on global travel trends, airline policies, and travel technology.
- Ensure customer satisfaction through proactive communication and follow-ups.