

# MOHAMMAD RAFEEK.G



DUBAI, UAE

+971 - 581296924

rafirafeek33@gmail.com

## CAREER OBJECTIVES

To seek a suitable position in a leading organization and to achieve an excellent career opportunity. Moreover, to utilize my knowledge towards the growth of the company. Further looking for some better and extra ordinary challenge works to grow my skills.

## EMPLOYMENT PROFILE

- ❖ WORKED AS A **BRANCH MANAGER** UNIVERSAL COLD STORAGE IN SAUDI ARABIA. ( FEB, 2020- OCT 2020 ).
- ❖ WORKED AS A **GENERAL MANAGER** MUNA TRADERS IN INDIA. ( JUL 2021 – APR 2022 ).
- ❖ WORKED AS A **CASHIER & ACCOUNTANT** UNIVERSAL COLD STORAGE IN SAUDI ARABIA. ( OCT 2019 – JAN 2020 ).
- ❖ WORKED AS A **STORE KEEPER** AL-AMERIAH EST.RIYADH IN SAUDI ARABIA. ( AUG 2015 – OCT 2017 ).
- ❖ WORKED AS A **ELECTRICAL SUPERVISOR** AL- AMERIAH TRADING RIYADH IN SAUDI ARABIA. ( SEP 2013 – 2015 ).
- ❖ WORKED AS A **SALES MANAGER** AL-SAJOW TRADING BATHA RIYADH IN SAUDI ARABIA. ( OCT 2011 – 2011 ).
- ❖ WORKED AS A **SALES MAN CUM CASHIER** AL-SAJOW TRADING BATHA RIYADH IN SAUDI ARABIA. ( AUG 2010 – 2011 ).
- ❖ WORKED AS A **TEACHER** NALANDA SCHOOL IN PATNA BIHAR. ( JULY 2009 – 2010 ).
- ❖ WORKED AS A **SERVED TUTION TEACHER** IN INDIA . ( 2003 – 2007 ).

### Job Role:

- ❖ Organizing and executing training programs for branch personnel
- ❖ Evaluating employee performance and providing feedback and coaching as needed
- ❖ Recognizing employee achievements and encouraging excellence in the work environment
- ❖ Developing and implementing sales plans
- ❖ Conducting regular sales and operations meetings
- ❖ Briefing employees on current sales goals, promotions, and other relevant information
- ❖ Organizing marketing activities and events for the branch
- ❖ Increasing brand awareness for the company within the community
- ❖ Interacting with customers on a regular basis to ensure
- ❖ Assessing market conditions and identifying opportunities
- ❖ Drafting forecasts and business plans

## SKILLS

- Excellent
- Communication Skills
- Cooperative
- Excellent Customer Service
- Highly Organized
- Excellent Personality
- Highly Adaptable
- Fast learner
- Positive Attitude
- Listening
- Energy level
- Dependability
- Problem Solving

## SKILLS

### ➤ Management

Experience, Ability to Meet Set Goals, Experience Growing Branch Revenues, Knowledge of Industry Rules and Regulations, Results Driven Attitude, Leadership Skills, Strong Customer Service Skills, Written and Oral Communication Skills, Human Resource Management Skills, Outstanding Organization Skills, Attention to Detail, Basic Computer Skills, Advanced Skills with Microsoft Office,

- ❖ *Prepare asset, liability, and capital account entries by compiling and analyzing account information*
- ❖ *Document financial transactions by entering account information*
- ❖ *Recommend financial actions by analyzing accounting options*
- ❖ *Summarize current financial status by collecting information; preparing balance sheet, profit and loss statement, and other reports*
- ❖ *Substantiate financial transactions by auditing documents*

## LANGUAGES KNOWN

- ARABIC
- ENGLISH
- HINDI
- MALAYALAM KANNADA

## COMPUTER KNOWLEDGE

- ADVANCED DIPLOMA IN COMPUTER APPLICATION
- MICROSOFT OFFICE PACKAGE
- WORD EXCEL
- INTERNET

## EDUCATION

- B.COM GRADUATED KANNUR UNIVERSITY GPM COLLEGE MANJESWAR, KASARGOD.( 2006 – 2009 ).
- P.U.C COMMERCE PASSED 61% IN KAYANA PRE DEGREE COLLEGE. ( 2005- 2006 ).
- SSLC PASSED 69.92% S.H.S NARINGANA BANTWAL.( 2005 ).
- 7<sup>TH</sup> PUBLIC EXAM PAASED 91.7% BELANDLOOR GOVT, SCHOOL PUTTUR D.K.( 2001 ).

## PERSONAL DETAILS

**Nationality** : Indian  
**Date of birth** : 01/07/1985  
**Gender** : Male  
**Civil Status** : Married  
**Passport No** : U5134709  
**Visa Status** : Visit Visa

## DECLARATION

*I hereby declare that the above details are true to the best of my knowledge and belief. I undertake to produce the appropriate documents on request.*

**MOHAMMAD RAFEK.G**