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| **Email** Rifat\_123@hotmail.co.uk  **Address** 10th Cross, King Fahad Bin Aziz Street, Al-Khobar ,Saudi Arabia.  **Phone:** 00966508945154  00966573102780 (w) | **CURRICULUM VITAE**  RIFAT MOHAMMED | **C:\Users\rifat\Desktop\my pic.jpg** |
| **Objective :**  To seek challenging positions where my knowledge and experience  enhance the organizational growth. | | |
| **JOB/WORK EXPERIENCE**  Worked in : Hero Moto Corporation Chennai- Tamil Nadu, India  Period : 6 Months  Position : Sales Assistant  Worked in : Seawaves Logistics Chennai- Tamil Nadu, India  Period : 8 Months  Position : Freight Forwarding officer  Worked in : INTERNATIONAL LINK COMMERCIAL SHIPPING SERVICES-Dammam, Saudi Arabia  Period : 4 Years  Position : Operations, Documentation Controller, Customer services  **EXPERIENCE GAINED:**   * Able to help customers find what they want. * Experience of working in a commission based sales environment. * Able to maintain high standards of display visual merchandising to ensure the store is well presented. | | |

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| **SKILLS -SALES ASSISTANT:** | | | | | |
| - | Ability to take ownership of issues and work alone with little or no supervision. | | | | |
| - | Ability to respond to timeframes and deadlines with pace. | | | | |
| - | Extremely organized with high level attention to detail. | | | | |
| - | Able to accurately describe a products features and benefits to a customer. | | | | |
| - | Willing to work on a shift basis including evening and weekends.  **DOCUMENTION CONTROLLING AND OPERATION :**   * Coordinating and planning of Daily/weekly shipments. * Planning and booking carriage through our carrier base. * Maintaining records, filings and generals administrations duties. * Recognize potential logistics problems and recommend the appropriate remedies to senior management. * Informing the authorized shipment to the concern party. | | | | |
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| **ACADEMIC QUALIFICATIONS** | | | | | |
| Degree/  Certificate | | Institute | Board/University | Percentage | Year |
| **MBA** | | **Crescent Business School –Chennai-India** | **B.S.Abdul Rahman University-Chennai** | **68.42%** | **2017** |
| **BBA** | | **E.G.S.Pillai Arts & Science College– Nagapattinam -India** | **Bharathidasan University–Tiruchirappalli** | **77%** | **2015** |
| **HSC** | | **International Indian School-Dammam- KSA** | **Central Board of Secondary Education**  **New Delhi- India** | **65%** | **2012** |
| **SSLC** | | **International Indian School-Dammam- KSA** | **Central Board of Secondary Education**  **New Delhi- India** | **79%** | **2010** |
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| **ADDITIONAL ACADEMIC QUALIFICATION** | | | | | |
| PGDCA-Post Graduate Diploma in Computer Applications in MS Office and Tally | | | | | |
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| **COMPUTER SKILLS** | | | | | |
| Excellent computer skills to include Outlook, MS Word, PowerPoint, Excel and usage of accounting software TALLY. | | | | | |
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| **PERSONAL DETAILS** | | |
| Nationality | : | Indian |
| Date of Birth | : | 14-11-1993 |
| Religion | : | Islam |
| Social Status | : | Bachelor |
| Passport No | : | J1770327 |
| Passport Expiry Date | : | 16/05/2020 |
| Iqama No | : | 2103368441 |
| Iqama Expiry Date | : | **20/7/2021** |
| Iqama Status | : | Transferrable |
| SAG Driving License No | : | No |
| SAG Driving License Expiry Date | : | No |
| Languages Known | : | Arabic, English & Tamil |
| Interest | : | Playing games, listening to music |

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| **PERSONAL STATEMENT** | | | | | |
| - | A reliable, trustworthy conscientious Sales Assistant who is able to multi-task as a part of a team and most importantly inspire customers to make a purchase. | | | | |
| - | With infectious enthusiasm and inspirational style, I have used my extensive experience of the retail industry to develop superb organizational, problem solving and sales skills. | | | | |
| - | I am an exceptional person who can explore new territories and push existing limits in the search for the sales. | | | | |
| - | I am currently looking for a suitable Sales Assistant with a company will not only challenge me but also allow me to develop my knowledge & potential further. | | | | |
| - | I have a good spirit of working in a team. | | | | |
| - | I can easily adapt myself to any job’s nature. | | | | |
| - | I can create good relationship with others to promote sales. | | | | |
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| Declaration | | | | | |
| I hereby declare that the details and information given above are true to the best of knowledge and belief. | | | | | |
|  |  | | | | |
| Place | | : Al-Khobar | | | |
| Date | | : | | | |
|  | | | | Yours faithfully, | |
|  | |  | | | |
|  | | | S/d RIFAT A.MOHAMMED SIDDIK | | |
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