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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, IndiaPeriod : 6 MonthsPosition : Sales AssistantWorked in : Seawaves Logistics Chennai- Tamil Nadu, IndiaPeriod : 8 MonthsPosition : Freight Forwarding officerWorked in : INTERNATIONAL LINK COMMERCIAL SHIPPING SERVICES-Dammam, Saudi ArabiaPeriod : 4 YearsPosition : 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. |
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| Place  | : Al-Khobar |
| Date | :  |
|  | Yours faithfully, |
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|  | S/d RIFAT A.MOHAMMED SIDDIK  |
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