

MUHAMMED FASIL CH

CONTACT

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Work Experience

Sales Cordinator

Al Rashed Polystyrene Factory -Riyadh Branch (2010-till)

Responsible for supporting the company Sales Team and ensuring that they have the tools, support and resources needed to set them apart from the competition

Secretary

Al Rashed Wood Products Factory -Riyadh Branch (2009-2010)

Responsible for providing comprehensive secretarial and administrative support to the company's staff to ensure the overall achievement of its business objectives

Technical Support Executive

Kochar Infotech private co Ltd -Bengaluru (2008-2009)

Developed and implemented comprehensive technical support strategies to reduce customer wait times and improve customer service

KEY SKILLS AND COMPETENCIES

- Proper Communication to build customer relation
- Ability for identifying problems and finding solutions.
- Strong ability to multi-task, prioritize and execute
- Ability to perform under pressure and stressful conditions
- Well knowing sales system Oracle Jd Edwards.
- Maintain monthly reports for stock as well actual sales.
- Receiving and issue of materials and proper delivery on time

Computer Skills

- Microsoft Word: Creating, formatting, and editing text documents
- Microsoft Excel skills: Proficiency in data entry, formulas, sorting, filtering, etc.
- Microsoft Outlook: Managing emails and contacts, scheduling appointments, etc.

Hobbies

- Reading
- Sports
- Travel
- Learning languages

LANGUAGES

English:

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Arabic:

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Hindi

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Malayalam

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EDUCATION

- Bachelor of Degree in Business Management
Cauvery management college @Bengaluru
- Higher secondary course
Malabar Arts college @Kannur.
- High school
GHSS Chala @Kannur