



AHMED SHIYAN

CAREER OBJECTIVE

To work for an organization in the domain of finance & cost accounting where my skills and professional knowledge will be best utilized for growth of the organization and where growth is commensurate to one's effort and performance.

CONTACT



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052 5790448

KEY SKILLS

- Good Problem Solving Skills
- Good Co-ordination in Team Work.
- Organizational skills and ability to manage deadlines.
- Ability to build credibility and establish good relationships with partners.

EDUCATION

- **SECONDARY SCHOOL CERTIFICATE** at
ANSAR ENGLISH MEDIUM SCHOOL MANGALORE INDIA
- **Pre-University in Commerce -Mangalore University**
2017-2019
- **Diploma in Interior Design**
2020-2021

EXPERIENCE

Classic Decors, Mangalore, India
Assistant Sales Coordinator
January 2021 to Aug 2021

Computer skills

- Basic Computer Knowledge
- Ms office
- AutoCAD
- Tally ERP

Career exposure

- Helping the sales team to improve their productivity by contacting customers to arrange appointments and ensuring all Sales Representatives have high-quality, up-to-date support material.
- Handling urgent calls, emails, and messages when sales representatives are unavailable, answering customer queries, informing them of delays, arranging delivery dates, and scheduling meeting.
- Handling orders by phone, email, or mail and checking the orders have the correct prices, discounts, and product numbers.
- Inputting orders, ensuring they are processed according to customer requirements, and ensuring all orders are accurate and delivered on time.
- Developing and maintaining filing systems so as to maintain sales records, prepare reports

LANGUAGES KNOWN

- **English** (Read, Write & Speak)
- **Malayalam** (Read & Speak)
- **Hindi** (Read & Write & speak)
- **Arabic** (Read & Write)

HOBBIES

- Reading
- Drawing
- Reading Novels
- Designing

PERSONAL PROFILE

Nationality : Indian
Marital Status : Single
Date of Birth : 9th of JUNE 2001
Visa Status : VISIT VISA (Valid Until Dec 26th 2021)