



# MOHAMMED BASIL

To utilize my hardworking and socializing skills to expand my knowledge skills and contribute for the wellbeing and holistic growth and success of the Organization.

## EXPERIENCE

### Royal Steels | Malappuram, Kerala | 2022-2023

#### ASSISTANT MANAGER

##### ➤ BUSINESS DEVELOPMENT

- Conducting Marketing and Promotional activities.
- Building Relationships with Clients.
- Maintaining Relationships with Stakeholders.

##### ➤ MANAGERIAL ROLE

- Supervising Subordinates.
- Communication with Higher level Authorities.
- Transportation Management.
- Inventory Management.
- Make purchase Order.
- Creating E-Invoices.

##### ➤ CUSTOMER SERVICE

- Assisting Customers while Purchasing.
- Taking Order through Phone calls and WhatsApp.
- Ensure all Standard protocols set by Organization are maintained.
- Handling Complaints from Customers and Providing effective solution with the help of Superiors.

##### ➤ DATA MANAGEMENT

- Maintain and Monitoring Emails and WhatsApp.
- Recording and Maintaining all required Documents.
- Filing and Issuing of Invoices.

## INTERNSHIPS

- Completed 2 months summer internship 2021 at Outlook India pvt.ltd.
- Completed 1 Month internship at Worldwide iron and steels pvt.ltd.
- Completed 7 Days internship at Milma.

## REFERENCES

**Dr. Thomas George K**  
**LEAD College of Management**  
**Palakkad, Kerala, India**  
**thomas@lead.ac.in**  
**+91 94471 46479**

**Mr. Ajees p**  
**Royal steels**  
**Malappuram, Kerala, India**  
**pajeess433@gmail.com**  
**+91 94465 68971**

## CONTACT

**DUBAI, UAE**

**basilvengitta@gmail.com**

**+971 566506122**

**Visa Type - Visit Visa**

## EDUCATION

### LEAD COLLEGE OF MANAGEMENT

Master of Business Administration  
(2020-2022)

### MAJLIS ARTS AND SCIENCE COLLEGE

Bachelor of Commerce (2017-2020)

### AKMHSS KOTTOOR

Higher secondary and Higher school

## SKILLS

- ORGANIZING SKILL.
- FLEXIBILITY.
- TEAMWORK.
- QUICK LEARNING.
- MARKETING.
- INTERPERSONAL SKILLS.
- COMPUTER KNOWLEDGE.

## LANGUAGE

- ENGLISH
- MALAYALAM
- HINDI
- TAMIL