



# MOHAMMED ASHAR



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cmmohammedashar@gmail.com

## PROFILE

Efficient, organized, and proactive professional executive with excellent communication skills, business acumen, and ability to meet goals within fast-paced environments. Collaborative and supportive team player with team-building and relationship management competencies.

## WORK EXPERIENCE

## EDUCATION

**Bachelor Of Commerce**  
University of Calicut

## EXPERTISE

- Microsoft Office
- Organizational Skills
- CRM
- Communication Skills
- Customer Relations
- Canva
- Customer care Expert
- Negotiation and Conflict Resolution
- Multitasking
- Scheduling and Coordinating

## LANGUAGE

- English
- Arabic
- Hindi
- Malayalam

## PERSONAL DOSSIRE

- Dubai,UAE
- <http://linkedin.com/in/mohammed-ashar-c-m-0196479b>
- On Visit Visa

### Takyon System Solutions Pvt. Ltd.

2023 – 2024

Business Development Executive and Event Coordinator

- Collaborated with the business development, marketing, and product departments on creating competitive concept proposals.
- Developed new service offerings based on detailed and documented insights into market and client needs.
- Managed and maintained a structured analysis of target markets, clients, and documentation in the CRM system.
- Spearheaded the expansion of IT service deals, resulting in a 30% increase in leads generated.
- Receiving, handling, and coordinating meetings, events, and group inquiries.
- Ensuring the complete administration and execution of all planned events..
- Responsible for ensuring events are adequately staffed in all areas.
- Responsible for guest satisfaction in terms of food and beverage, hospitality, and service within safety guidelines.

### Lulu International Exchange

2017 - 2022

Lulu Exchange is the second largest non-banking financial institution, with over 100+ branches and approx. 1200+ staff in UAE.

Business Support Executive

- Demonstrated ability to work effectively as part of a team to achieve goals.
- Experience in conducting training sessions and workshops to educate clients on the use of WPS software applications
- Generate salary info files to enable companies to make timely salary payments
- Attend to customers and resolve complaints on an immediate basis
- Manage salary-related escalation and resolve within maximum TAT
- Management of payroll card process
- Provide a complete support system for WPS execution
- Perpetrate campaign strategies including content and messaging, direct mail, and telemarketing.
- Provided after-sales support to customers, resolving any issues promptly to maintain high satisfaction levels.
- Planned and executed sales presentations to potential clients, highlighting product benefits.
- Utilized CRM software to keep detailed records of sales activities, customer interactions, and feedback.

### Fast time real estate llc

2017 - 2017

Admin,Hr&Accountant

- Maintained accurate and up-to-date general ledger accounts.
- Managed payroll functions, including calculation of wages, benefits, and deductions.
- Managed schedules for accruals, asset depreciation, and prepaid expenses.
- Prepared balance sheet, income flow projections and financial statements.
- Maintained employee data and kept updated accounts of all employment records.
- Supported daily operations of busy Director of the company
- Provided administrative support with payroll, calendars, meetings, and training events.