



## LUKMANUL HAKKIM.C

Dubai, UAE

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### KEY SKILLS

- Excellent analytical, communication and problem-solving skills
- A Quick learner and proactive team player, having ample knowledge of techniques for planning, monitoring and controlling programmers
- Sound understanding of programme and project management methods including MIS
- Working knowledge on the end-to-end process of budgeting and resource allocation procedures
- Completing ones Responsibility with accuracy to meet deadlines set by managers in order to fulfill production requirements

### EXPERIENCE:

**Axis Auditing & Accounting – Sharjah (HFZA), UAE**  
Oct 2022 To Feb 2024

#### Business Development Executive

- Developing and executing sales and marketing strategies to grow business
- Maintaining and updating sales, marketing and business development documentation
- Assisting with marketing and promotional projects
- Collaborating with management on sales goals
- Support the team with other responsibilities as required
- Identifying new revenue opportunities

**Lulut Al Madam Feeds Tr – Sharjah, UAE**  
Nov 2020 To Nov 2022

#### Business Development Executive

- Developing and executing sales plans to meet and exceed monthly and quarterly sales goals
- Growing business through the development of new leads and new contacts
- Building business relationships with current and potential clients
- Attending networking events to attract and retain clients
- Developing and executing sales and marketing strategies to grow business
- Maintaining and updating sales, marketing and business development documentation

### ACADEMIC QUALIFICATION

#### M.B.A Marketing and HR

Seshadripuram institute of management studies, Bangalore University - 2016

#### B.com

T M Govt College, Calicut University, Kerala - 2014

#### 12<sup>th</sup>

Board of Higher Secondary Education, Kerala

#### 10<sup>th</sup>

Board of Higher Secondary Education, Kerala

### LANGUAGES KNOWN

- English
- Hindi
- Malayalam
- Tamil

### COMPUTER PROFICIENCY

- Proficient in MS Office –Excel, Word, and familiar with MS-Power point presentation Applications.
- Well versed with Accounting Packages like Tally ERP -9.

► **Taawoon Restaurant, Bangalore**  
Jan 2019 to Feb 2020

**HR Assistant**

- Design compensation and benefits packages
- Implement performance review procedures (e.g., quarterly/annual)
- Develop fair HR policies and ensure employees understand and comply with them
- Implement effective sourcing, screening and interviewing techniques
- Assess training needs and development initiatives for all employees
- Monitor HR department's budget

**PERSONAL DETAILS:**

Gender : Male  
Nationality : Indian  
Religion : Muslim  
Marital Status : Married  
Driving License : YES  
Visa Status : Cancelled Visa  
Date of Birth :18/06/1993