



# MUHAMMAD IRFAN M K

## CONTACT INFORMATION

+974 3109 9921

imk4977@gmail.com

Doha Al Jadeedha, Qatar

## EDUCATION

### MASTER OF ARTS IN PHILOSOPHY

| Pursuing

- IGNOU

### MBA FINANCE AND MARKETING

| 2023 | DISTINCTION WITH FIRST CLASS

- Maulana Azad National Urdu Central University

### BBA HUMAN RESOURCE

MANAGEMENT | 2021 | FIRST CLASS

- Calicut University

## CERTIFICATIONS

- Certification in Graphic Designing
- US Consulate English Language Certificate

## COMPUTER PROFICIENCY

MS Office	★ ★ ★ ★ ★
Tally	★ ★ ★ ★ ★
Adobe photoshop	★ ★ ★ ★ ★
Internet & Email	★ ★ ★ ★ ★

## PROFESSIONAL SUMMARY

Assistant Professor and former Marketing Executive with **over 4 years** of experience in academia and direct sales. Skilled in teaching, student mentoring, program coordination, and marketing. Strong communicator with a proven ability to manage academic responsibilities and drive team performance. Skilled in communication, leadership, academic planning, and customer service.

## KEY SKILLS

Team Work

Work Ethic

Analytical skills

Leadership Quality

Decision-making

Classroom Management

Customer service

Problem Solving Ability

Positive Attitude

Goal-Oriented Approach

## WORK EXPERIENCE

○ **ASSISTANT PROFESSOR** | 2023 – 2025  
MH COLLEGE OF ARTS AND SCIENCE, KERALA, INDIA

○ **ASSISTANT PROFESSOR** | August 2023 – December 2023  
YASEEN COLLEGE OF ISLAMIC SCIENCE, ANDHRA PRADESH, INDIA

### KEY RESPONSIBILITIES

- Deliver lectures in Management to undergraduate students, promoting critical thinking and real-world application.
- Guide students in completing academic projects and research reports with a focus on quality and originality.
- Serve as Programme Director, managing curriculum planning, academic coordination and student engagement.
- Act as Placement Coordinator, building industry partnerships and facilitating career opportunities for students.
- Assist in National Service Scheme (NSS) initiatives, encouraging student involvement in community service and outreach programs.
- Organize seminars, workshops, and guest lectures to enrich the academic experience and promote skill development.
- Mentor students in academic and career planning, providing personalized guidance and support.

### MARKETING EXECUTIVE | 2018 - 2020

### MLM COMPANY (RCM), KERALA, INDIA

### KEY RESPONSIBILITIES

- Promoted and sold company products through direct marketing, successfully expanding the customer base.
- Recruited, trained and mentored new members within the MLM network to drive team growth and performance.
- Delivered excellent customer service to ensure satisfaction, repeat business and customer loyalty.
- Organized team-building activities, set performance goals and monitored progress to maintain motivation and results.
- Maintained detailed records of sales, team performance, and expenses, while staying informed about market trends and product updates.

## AREAS OF INTEREST

- Academic Instruction & Curriculum Development
- Student Mentorship & Project Guidance
- Program & Placement Coordination
- Event Planning & Skill Development
- Marketing & Direct Sales
- Sales Strategy & Market Analysis

## LANGUAGES KNOWN

English	<div style="width: 100%;"></div>	100 %
Malayalam	<div style="width: 100%;"></div>	100 %
Hindi	<div style="width: 85%;"></div>	85 %
Urdu	<div style="width: 85%;"></div>	85 %
Arabic	<div style="width: 50%;"></div>	50 %

## REFERENCE

- VIVIENNA THOMAS**  
US Consulate Official  
+1915-801-9585
- DR. SAIDALAVI K (MENTOR)**  
+91 897712341
- DR. RESHMA NIQATH**  
+91 8309998726

## ACHIEVEMENT

- Successfully led the admissions process and was recognized as the top performer in student admissions.
- Organized a Career Expo, effectively connecting students with industry professionals and expanding career opportunities
- Actively contributed to NSS initiatives, encouraging student participation in community service and social responsibility programs.

## PERSONAL STRENGTHS

- STRONG COMMUNICATION SKILLS** – Effectively deliver lectures, present ideas clearly and engage with diverse audiences including students, colleagues, and clients.
- LEADERSHIP & TEAM MANAGEMENT** – Proven ability to lead academic programs and marketing teams, fostering collaboration and goal achievement.
- ADAPTABILITY** – Comfortable working in dynamic environments, adapting to new roles and responsibilities in both educational and business settings.
- ORGANIZATIONAL SKILLS** – Capable of managing multiple tasks, maintaining schedules and ensuring timely completion of academic and marketing objectives.

## PERSONAL DETAILS

Gender	: Male
Date of Birth	: 24/08/1998
Nationality	: Indian
Marital Status	: Single
Permanent Address	: Parambath house, Vadayam PO, 673507 Kuttiadi, Kozhikode, Kerala, India

## PASSPORT DETAILS

Passport Number	: V4888428
Date of Expiry	: 21/12/2031

## DECLARATION

I hereby declare that the above-mentioned information is true and I bear the responsibility for the correctness of the above-mentioned particulars.

**MUHAMMAD IRFAN M K**