

Ahamed Fahim

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I am highly motivated and hard work individual with a passion for learning and developing new skill. I am eager to apply my knowledge and skill to challenging role in a professional environment.

EMPLOYMENT HISTORY

Sales / Warehouse - Image Mobiles And Computers Perinthalmanna , India

OCT 2023 - APR 2024

- Conducted product demonstrations and presentations to showcase warehouse inventory.
- Collaborated with warehouse staff to ensure accurate and timely order fulfilment.
- Managed warehouse inventory, ensuring accurate product representation and availability.
- Worked effectively in a fast-paced environment, meeting sales targets and providing excellent customer service.
- Record items in computer system.
- Asist with inventory counts or other warehouse tasks.
- Prepare items for delivery ot customer.

Billing Specialist Nalakath Granites Perinthalmanna, India

MAY 2023 - SEP 2023

- Receiving, organizing and updating incoming payments from clients.
- Preparing periodic financial reports to track income and expenses.
- Process sales and customer payment.
- Execute daily billing operation, including processing and tracking payment, invoice review and data entry.
- Handel customer inquiries in a polite manner.
- Calculated billing and account payable and receivables

EDUCATION

- Diploma In Logistics Operation & Supply Chain Management.
- Diploma In Business Finance Management.
- BBA With Logistics And Supply Chain Management.

ADDITIONAL INFORMATION

Certifications: SAP FICO | SAP MM | TALLY | MYOB | QUICK BOOK | SAGE 50

Languages: English | Tamil | Hindi

PERSONAL SKILLS

- Adaptability
- Effective Time Management
- Microsoft Excel
- Computer Skills
- Highly responsible and reliable
- Customer Service