

ANEES CHEMBRAYOOR ABOOBACKER



CONTACT

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PROFILE

Motivated and results-oriented sales professional with over 5 years of experience in the FMCG industry and administrative support. Proven ability to understand client needs, present tailored design solutions, and drive sales growth. Skilled in client relationship management and proposal preparation. Strong background in administrative operations with excellent communication, organization, and problem-solving skills.

COURSEWORK

- Diploma in Multimedia Animation
- Adobe Photoshop
- MS Office

EDUCATION

Polytechnic College, Koratty

Diploma in Polymer Technology (2016)

Kerala Board of Public Examination

Higher Secondary (2013)

Kerala Board of Public Examination

SSLC (2011)

SKILLS

- Strong analytical and problem-solving abilities developed through coursework and academic projects.
- Proficient in using MS Office Suite (Word, Excel, PowerPoint) and other relevant software.
- Excellent written and verbal communication skills.
- Detail-oriented and capable of managing multiple tasks simultaneously.
- Adaptability and willingness to learn new concepts and technologies.

ABOUT ME

Date of Birth: 01-04-1996
Nationality: Indian
Passport Number: M4271469
Marital Status: Married
Visa Status: Residence Visa
UAE Driving License Holder

CAREER HISTORY

Sales Executive

AL NAJATH GENERAL TRADING LLC (FMCG)

Dubai, UAE
(2021- 2025)

- Identified and pursued new sales leads to achieve monthly and quarterly targets
- Built and maintained strong relationships with clients to ensure repeat business
- Conducted product presentations, demos, and negotiations with prospective customers
- Prepared quotations, followed up on inquiries, and closed sales efficiently
- Monitored market trends and competitor activity to adjust sales strategies
- Maintained accurate records of sales, customer interactions, and reports

Clerk

Kerala State Unorganised Workers Social Security Board

(2017 - 2020)

- Handled day-to-day office administrative tasks and documentation.
- Prepared reports, official correspondence, and maintained filing systems
- Assisted in the processing of welfare applications and benefit disbursements.
- Ensured accuracy and confidentiality of sensitive worker information.

Sales Executive

Kitchit International. Thrissur, Kerala

(2016 - 2017)

- Engaged with potential clients to understand interior design needs and presented tailored solutions.
- Prepared and followed up on quotations, proposals.
- Built and maintained strong client relationships to ensure repeat business and referrals.

LANGUAGES

- English
- Hindi
- Malayalam
- Tamil