



BADUSHA SUHAIL

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SUMMARY

Results-driven professional with 5 years of experience in sales,customer care,accounting and administrative roles. Skilled in developing client relationships, driving revenue growth, and improving operational efficiency. Aiming to utilize strong organizational and communication skills to streamline operations, enhance productivity, and provide exceptional administrative and financial assistance in a fast-paced environment. Committed to delivering high-quality service and supporting the overall efficiency of the organization.

WORK EXPERIENCE

Outdoor Salesman at Afran Al Khaleej Food Ind LLC,Sharjah

Dec 2023 - Nov 2024

- Developed and maintained relationships with key clients to increase sales and promote brand loyalty.
- Organized and executed outdoor sales events to showcase products and services, resulting in a 25% increase in sales volume.
- Negotiated pricing and sales terms to maximize profitability and enhance customer satisfaction.
- Conducted market research and analyzed competitor trends to identify new business opportunities and expand customer base.

Customer Care and Sales Supervisor at Al Shawi Supermarket,UAQ

April 2021 - March 2023

- Conducted performance evaluations and provided valuable feedback to team members to enhance sales performance and customer service skills.
- Developed and implemented strategies to improve customer satisfaction ratings by 20% through proactive problem-solving and personalized solutions.
- Managed client accounts, resolving escalated issues and negotiating contracts to drive revenue growth and cultivate long-term relationships.

Admin cum Assistant Accountant at Sea Side Sanitary Trading,Abudhabi

Oct 2019 -Feb 2021

- Processed invoices and expense reports in a timely manner, ensuring accurate record-keeping and adherence to company policies.
- Conducted financial analysis and reconciled, identifying discrepancies and implementing corrective actions to maintain financial integrity.
- Coordinated and scheduled meetings, travel arrangements, and other administrative tasks to support senior management and team members.

EDUCATION

Bachelor of Commerce

University of Kerala April 2013 - Sep 2016

- Specializes in the functioning and management of cooperative societies.
- Covers advanced accounting practices, auditing, and financial reporting.
- Focuses on marketing strategies, consumer behavior, and sales management.

ADDITIONAL INFORMATION

- **Skills:** Microsoft Office Suite,Tally ERP,Accounting,Document Management
- **Languages:** English, Hindi, Arabic, Tamil, Malayalam
- **Certifications:** Professional Diploma in India,Foreign and SAP Accounting.
- **Driving License:** UAE Manual Driving License for Light Vehicle
- **Visa Status:** Visit Visa