

# SARATH MUNGATH

- Experience Sales Executive with a successful record
- Proven ability to build strong client relationships and drive revenue growth
- Knowledge in Accounting
- Diploma in Data Entry, MS Word, Excel
- Valid Indian and Saudi Driving license
- Saudi Driving License No-2557597602



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📍 Dubai

## CAREER SUMMARY

### Roles handled:

**Worked as Sales cum Delivery Executives  
Al Fahad and Sons. LTD.C-Saudi Arabia  
(Sep.2022 to Feb 2024)**

- Communicate with Client to Meet the Requirement
- Develop and implement effective sales strategies to drive revenue growth
- Provide regular sales report
- Ensure timely deliveries based on schedule
- Coordinate with dispatchers and warehouse staff
- Provide Excellent Customer service at delivery points
- Maintain accurate logs and records
- Conduct Routine Vehicle Maintenance checks
- Delivering products, Promoting and selling them to customers, and maintaining the vehicle

**Worked as Office Executive at Mahindra Finance LTD Kasaragod  
(Jan 2020 to Sep 2021)**

- Guide client through the loan application process, ensure all document is complete and accurate
- Maintain up -to- date Knowledge of loan products and financial services, ensuring compliance with regulation
- Identify the client needs and recommend suitable loan option to meet their financial goals
- Enhance the Delivery Service

**Worked as Collection Executive at Max Value Credit and investment LTD Kasaragod (Oct 2021 to July 2022)**

- Loan Collection
- Maintained Loan Collection Record and Report
- Recover outstanding debts from individuals or businesses
- Organize and coordinates collecting funds from individuals in debt
- Managing Client portfolios, Visiting clients for payments

## PROFESSIONAL AND ACADEMIC QUALIFICATIONS

### Bachelors of Commerce (B-com)

Dipolma in Data Entry  
Accounting-Indian and Foreign  
Medical Coding

### Technical Skills.

- Foreign Accounting
- Tally, GST
- Peachtree, Quick Book
- Medical Coding

### Soft Skills

- Effective communicator.
- Attention to Detail.
- Active listener.
- Energetic and proactive
- Active Listener and Quick Learner.
- Multitasking & Time Management.

### Computer Skills

- Well versed in MS Office, Microsoft word, Excel and PowerPoint.

### Languages

English

Hindi

Malayalam

Arabic

### Personal Data

D.O.B : 10.03.1999  
Gender : Male  
Marital Status : Single  
Nationality : Indian  
Passport No : T1253179  
Passport Expiry :12/02/2029  
Visa Type : Visit Visa  
Visa Expiry :24.07.2025