



Furqan Akhlaq

Contact

Dubai, UAE

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Core Qualifications

- Tally ERP 9/Prime
- Microsoft Office (Word, Excel & Power Point)
- Adobe Photoshop
- Internet Banking
- Typing Skills (30-40 wpm)
- Meta Business/Meta Ads Management
- Account management
- Product and service knowledge
- Product management and pricing
- B2B and B2C sales
- Tax management
- Account reconciliation
- Customer relations
- Tax return filing
- Client communication
- Project management

Professional Summary

High performing sales professional recognized with over Three years of experience in Solar Energy and Interior/Exterior Fit-out industries. Recognized for contributions to territory growth and for being focused on customer satisfaction. Extensive outside sales experience with proven ability to manage and grow customer relationships to expand customer base. Superior time management and organizational skills.

Experience

Sales Representative

Melody Technical Services LLC | Dubai, UAE | May 2023 – January 2024

- Cultivated long-term relationships with clients to accurately quote prices and terms, achieving customer objectives.
- Negotiated customer pricing within agreed guidelines to achieve margin targets.
- Set up temporary sales structures at markets to attract new customers.
- Shared new products and promotions with customers to encourage sales.

Sales Executive

Joyway Electricals Trading LLC | Dubai, UAE | Jan 2022 - Dec 2022

- Dealing with walk-in customers and on Phone-Calls or WhatsApp
- Containing good relationship with existing customers and targeting new customers and grabbing new orders
- Explanation the specifications of the products and quote the solar systems as per customers' requirements.
- Maintaining satisfaction of customers and providing them the best and satisfied service
- Passionate to achieve monthly Sales Target
- Management of Facebook/Instagram page of the company
- Posting advertisements on social media and tracing their results.

General Accountant

Joyway Electricals Trading LLC | Dubai, UAE | Feb 2021 - Dec 2021

- Operating Tally ERP9/Prime software
- Managing of Inventory Records, Ledgers, Sale/Purchase Invoices and Receipt/Payment vouchers
- Making daily, monthly and yearly sales reports and tracking expenses and

Education

M.J.P. Rohilkhand University
Bareilly, India
Bachelor of Science:
Mathematics
2019

Board of High School &
Intermediate Education, UP
Rampur, India
Certificate of Higher
Education: PCM
2015

profit/loss of the company

- Handling monthly, quarterly and annually closings
- Managing company's bank account and online transactions
- Payment of suppliers in local/foreign currency and Cash/Cheque/Online Transactions
- Reconcile accounts payable and receivable.
- Preparing VAT returning/refunding documents for each period
- Managing WPS clearance and employees' salary.

Additional Information

- Nationality : Indian
- Date of Birth : 29-May-1998
- Passport Number : Z4121590
- Passport Expiry Date : 22/06/2027
- Visa Status : Visit Visa
- Visa Expiry Date : 12/04/2024

License

- UAE Driving License (LMV)
- Expiry Date: 17/02/2026

Certifications

- Course on Computer Concepts "CCC"

Languages

Hindi, Urdu: First Language

English: C1



Arabic: B1

