

# ABDUL JALEEL

Dubai, United

Arab Emirates

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## Objective

Equipped with 4years Indian experience in the field of Sales /Administration to seek a challenging and suitable position in a well-established organization with a progressive environment to enable me utilize my skills and experience as a valuable addition to the growth of the company and self- development, keeping in line with company's objectives, which can intensify my professional abilities and prove my individuality.

## Educational Qualifications

- Higher Secondary Kerala
- S.S.L.C. Govt. of Kerala Board of Secondary Education

## Technical Certifications & Software Knowledge

- Busy Software
- Microsoft Word
- Microsoft Excel

## Professional Experience

**Job Title : RECEPTIONIST (1+ years) 2021 - 2022 Dubai**

**SAMIYAH AHMMED GOLDTRADING**

Gold bullion company

- Successfully managed information using Athena clinical software, including sign-in, patient recodes, and billing with 100% accuracy.
- Handled incoming and outgoing telephone calls with an overall customer satisfaction core of over 95%in 2019 and 2020
- Handled successfully 100+ phone calls daily with no complaints during the last year
- Greeted patients, singed them in and directed them to their destination.
- Performed administrative and clerical tasks.

**Worked with Indus Motors Pvt.Ltd.in India**

**Job Title : Sales Executive (2 years) 2015- 2017**

- Greeting customers
- Close sales by overcoming objection(s); complete sales or purchase contracts; explain provisions; offer services, warranties and financing; collect payment and deliver automobile
- Participates in sales meetings and training provided by the dealership and manufacturers
- Explain the features and benefits of each automobile on the lot

**Abdul Jaleel**

**Worked with MI Store in Kasaragod, Kerala**

**Job Title: Personal staff & Store in charge (2 years) 2018- 2020**

- Exercise general control over all activities in Stores Department
- Ensure safe keeping both as to quality and quantity of materials
- Receives and inspects all incoming materials and reconciles with purchase orders
- processes and Distributes documentation with purchase orders
- Reports documents and tracks damages and discrepancies on orders received.
- To check and receive purchased materials forwarded by the receiving department and to arrange for the storage in appropriate places

### **Personal Skills**

- Confident of handling any given task.
- Can fit into any type of environment to perform efficiently and effectively.
- Ability to deal people diplomatically.

### **Language**

- English
- Hindi
- Malayalam

### **Hobbies**

- Reading
- Traveling
- Driving
- Playing

### **Personal Profile**

Date of Birth	: 16/05/1997
Sex	: Male
Nationality	: India

There by declare that all the above information provided is true to the best of my knowledge and belief.

**Abdul Jaleel**