



## JALALUDDIN AJMAL

📍 Dubai

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### PROFILE

I am an informative individual combining strong interpersonal and communication skills with experience in various types of teams works. I would like to pursue a career, which will utmost utilize my educational qualification and work experience providing an opportunity to excel in my profession in order to play a vital role in the organization's development. I would like to be a team member of highly skilled, flexible organization and undertakes exciting and challenging tasks.

## WORK EXPERIENCE

### **Sales Representative] Star Gate Super market( Abu Dhabi)**

***July -2019 TO May-2021***

- Advising on how to reduce costs and increase profits
- Keeping account books and systems up to date
- Handle monthly, quarterly and annual closings
- Ensure timely bank payments.
- Taking and processing product orders in a professional manner
- Maintaining the database of the customers on a regular basis
- Check for stock at other branches or order requested stock for customers.
- Provide customers with information about items
- Elevate complaints to management
- Achieve agreed upon sales targets and outcomes within schedule
- Coordinate sales effort with team members and other departments
- Continuously improve through feedback

### **Technical Line project abu dhabi)**

***Jun-2021 TO Dec-2023***

#### **DRIVER**

- Check-in with dispatch to determine the schedule and planned pickups reducing 50% of delays.
- Complete individual and business documentation on time and with minimal errors.
- Utilized maps, GPS, landmarks and traffic conditions to expertly navigate to and from destinations efficiently.
- Performed daily vehicle inspections before beginning shifts.
- Wait for an average of 20 passengers per day at designated high-volume locations such as airports and popular nightlife spots

## EDUCATIONAL QUALIFICATION

- Diploma (In professional Accounting Kasaragod, 2018-2019)
- Higher Secondary School (ESSA Kasargod, 2012-2014)
- SSLC KS Abdullah Kasargod 2010-2011

## LANGUAGE SKILLS

- English - Good
- Hindi - Good
- Malayalam - Excellent

## SOFTWARES

- Accounts, Tally, Quick books, Wings, Peachtree
- Advance Excel
- MS word

## SKILLS

- Independ worker with strong time- management skill
- Excellent at juggling multiple tasks and working under pressure
- Creative problem solver
- Organizational skill
- Outstanding interpersonal skill
- Dedicated to excellence
- Strong work ethics
- Quick learning

## PERSONAL INFORMATION

Name	: JALALUDDIN AJMAL
Age	: 27 yr's
Date of Birth	: 04/Apr/1997
Gender	: Male
Religion	: Islam
Marital Status	: Single
Nationality	: Indian
Visa Status	: Visit Visa (valid till 17 April 2023)
Passport No	: P7574699
<b>Driving License</b>	<b>: Valid LMV UAE</b>

## DECLARATION

I certify the above information's are true and to the best of my knowledge and hope to serve your Esteemed Establishment with dedication and responsibly.