



MOHAMMED JUNAID KK

Sales Coordinator

About Me

Experienced and Passionert Sales and accounts profetion I ready to contribute your business to achive a good growth it also improve my knowledge and experience



0564852790



junaiddkbmsales@gmail.com



Jebel Ali, Dubai UAE

LANGUAGE

- English
- Hindi
- Malayalam

TECHNICAL&SOFT SKILLS

- SAP HANA & BI , TALLY
- EXCEL
- Management Skill
- Critical Thinking
- Leadership

EDUCATION

Bachelor's of Commerce

Calicut University,
Majilis arts and science college
2013-2016

Post Graduate Diploma in Accounts

Accounts Service Society , Kochi India
2016-2017

EXPERIENCE

Western International LLC,(Geepas)

Jebel Ali Free zone - Dubai

Sep,2022 - Present2023

Sales Coordinator

Building Material and Tools Division

Receiving purchase orders and creating sale order against .
Updating stock list and sending to sales executives
Delivery follow up and Coordination, DSR
Internal stock transfers and Ensure stock availability.
Customer creation after verifying necessary documents
Proper communication of customer's queries and executives queries
Sending quote and Statement of Accounts to Customers
Act as intermediary between Sales, Finance and Marketing team
Follow-up of executives to Achieve sale and Collection Target
Send Required Reports to Product and Sales managers

Arafa Steel & Cements

Kolathur .Malappuram, Kerala, India

2019 - 2022 Accountant

Wholesale & Retail shop of Building materials

Managing entire sales cycle from making quotation to receiving payment
Make invoices and bookkeeping, Send Purchase Orders
Reconciliation of vendor a/c & Bank a/c
Dealing with customers, Good knowledge about Building materials market and Materials such as TMT, Tubes,sheets Tools etc..

Posidon Infrastructure PVT. LTD

Kochi - India

2017 - 2018 Assistant Accountant

Construction Company

Managing daily fund requirements and record entries
Provide sites expenses report to management and ensure the profitability
Maintain digital and physical financial records.
Assist the main accountant in payroll works

