



JUBAIR.AP

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Nationality: Indian

CURRICULUM VITAE

Career Objectives:

Seeking a professional position at prospective company to dedicate myself to the field as a keystone member of the team while continuing my education to further improve my performance in the workplace.

Experience summary

Position: **Salesman** (January 2018 to Till Date)

West Hill Supermarket L.L.C ,Dubai

: General Accountant (January 2014-December 2017)

West Hill Supermarket L.L.C, Dubai

Duties and Responsibilities

Salesman :

- Ensure high levels of consumer satisfaction by providing superior sales service
- Assess customers' needs and provide information and assistance on product services and features
- Drive sales with product knowledge and market-driven enthusiasm
- Maintain presentable and in-stock condition of assigned sections of the store
- Actively seek out consumers shopping in store and offer assistance
- Discuss products offered and available alternatives, including creative financing options
- Cross-sell merchandise and services
- Ensure proper customer service by teaming with co-workers
- Establish trust relationships with customers
- Attend and participate in sales meetings
- Assist with physical inventory counts
- Monitor loss prevention activities

Highest qualification:

Master of Business Administration

(Finance & Marketing)

Experience : 8+ Years (UAE)

VISA Status: Employee Visa

UAE Driving License

Date of Birth: 28th May 1992

Marital status: Married

Languages known: English,
Hindi, Malayalam and Arabic

Key Strength & Abilities

- ✓ Willing to work hard
- ✓ Passion to learn new things
- ✓ Ready to face challenges.
- ✓ Ability to work shifts, overtime
- ✓ Strong collaboration, influencing and problem resolution skills.

Live at : Dubai

General Accountant :

- Analyzed general ledger accounts to determine their accuracy and ensure all funds are managed appropriately
- Ensure accurate and appropriate recording and analysis of revenues and expenses.
- Providing the monthly Calculation of Provision required for Shelf Rents, discounts, marketing Expenses & Annual Rebate
- Verifying the Customers Credit applications & the documents provided for the Credit Facility, Extending the credit limit with the special approval of GM & FC .
- Prepare Bank Reconciliation statement.
- Match invoices to checks, obtain all signatures for checks and distribute checks accordingly
- Prioritize invoices according to cash discount potential and payment terms
- Record receipt from Customers upon settlement of Invoice.
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- Documentation of employees files and administration.
- Reviewing & monitoring POS collections received from all outlets on daily basis including credit card transactions.

Academic Details

- **MBA-** Bharathiar University, Coimbatore 2013-2015 (Finance & Marketing)
- **Bachelor Degree in Commerce** Calicut university 2009-2012
- **Common Proficiency Test (CPT)** –The Institute of Chartered Accounts of India (ICAI)

IT Skills

- Well versed with MS Office, Internet Applications & Email Operations
- Work experience in LAN environment
- Proficiency in Microsoft Excel.

DECLARATION

I hereby declare that all the information mentioned above is true to the best of my knowledge.

Date: 31/10/2022

Place: Dubai

Signature

Jubair A.P