

# MOHAMMED ANSAL E K



+971 55 586 7158 ✉ ansalek8@gmail.com 📍 Dubai, United Arab Emirates

## CAREER ABRIDGEMENT

- Results-oriented pharmaceutical business manager with six years of experience in successfully leading and developing teams, cultivating strong customer relationships, and driving sales in the pharmaceutical industry. Proven expertise in purchasing medicines and medical equipment, implementing effective stock management strategies, and overseeing account and sales management processes. Adept at leveraging digital platforms for sales and communication, ensuring seamless and efficient interactions with clients. Recognized for consistently achieving targets and fostering collaborative team environments. Seeking to bring my extensive experience and skills to a dynamic organization poised for growth.

## KEY SKILLS

Sales Management

Sales Transactions Processing

Customer Relationship Building

Record Keeping

Accounting and Financial Management

Purchasing Medicines & Equipment

Attention to Detail

Analytic Skills

Billing & Invoicing

Cash Handling

Inventory and Stock Management

## EMPLOYMENT CHRONICLE

**SALES AND ACCOUNTING STAFF** | 02 Nov 2017 – 06 Jan 2024

**JEEVAKARNYA MEDICALS SURYA COMPLEX, KERALA, INDIA**

### KEY RESPONSIBILITIES

- Manage sales transactions and customer inquiries at the medical store.
- Maintain accurate records of inventory and sales transactions.
- Process customer orders for medicines and medical equipment.
- Assist in stock management, including regular inventory checks and restocking.
- Provide product information and recommendations to customers.
- Handle billing and invoicing processes with precision.
- Prepare financial reports and summaries as required.

**SALESMAN (PART-TIME)/ PURCHASE & SALES DATA CONTROLLER** | Mar 2014 – Oct 2017

**MMNVS NEETHI MEDICAL STORE, KODUNGALLUR, KERALA, INDIA**

### KEY RESPONSIBILITIES

- Execute part-time sales responsibilities, assisting customers with product inquiries and purchases.
- Manage and control purchase and sales data for accurate record-keeping.
- Input and update inventory information in the database.
- Monitor stock levels and coordinate with the purchasing team for replenishment.
- Ensure timely and accurate processing of sales transactions.
- Assist in tracking product expiration dates and initiating timely restocking.
- Verify invoices and receipts to ensure accuracy in purchase and sales data.

## ACADEMIC CREDENTIALS

### B.COM – CO-OPERATION

2016-2018

- CO-OPERATIVE COLLEGE, KODUNGALLUR  
MG UNIVERSITY, KERALA, INDIA

### HIGHER SECONDARY

2012-2014

- BOARD OF HIGHER SECONDARY EXAMINATION, KERALA, INDIA

### SSLC

March 2012

- BOARD OF PUBLIC EXAMINATION, KERALA, INDIA
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## CERTIFICATION COURSES

- Diploma in Foreign Accounting - Human Resources Development Society (HRDS), Trivandrum, Kerala, India | 2022
  - Digital Journalism
  - The fundamentals of digital marketing | 30/12/2020
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## COMPUTER SKILLS

- MS Office Packages
  - Net browsing
  - Basic Operation
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## LANGUAGES KNOWN

- English : Reading, Writing, Spoken Interaction
  - Malayalam : Reading, Writing, Spoken Interaction
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## PERSONAL STRENGTHS

- **COMMUNICATION** - Interpersonal skills – verbal, problem solving and listening skills in any administrative role.
- **SERVICE** - Having a customer focused approach Skills include Patience, Attentiveness, and a positive language
- **ORGANIZATION** - Helping others, organizing a to-do list. Prioritizing tasks by the deadline for improving time -management.
- **MANAGEMENT**- Management skills to direct others and review others performance.

## PERSONAL DOSSIER

Gender : Male  
Date of Birth : 09-09-1996  
Marital Status : Single  
Nationality : Indian  
Permanent Address : Edavazhikkal (H), Narayanamangalam  
Pullut PO, Kodungallur  
Thrissur, Kerala, India 680663

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## DECLARATION

I hereby declare that the above-mentioned information is true and I bear the responsibility for the correctness of the above-mentioned particulars.

**MOHAMMED ANSAL E K**