



MOHAMMED RASHID M K

Dedicated and results-driven Sales and Accounting Professional with over **10 years** of proven expertise in driving revenue growth and ensuring financial integrity. Adept at seamlessly integrating sales strategies with meticulous accounting practices, I have a track record of optimizing financial processes to enhance organizational efficiency. Known for fostering strong client relationships, I am now seeking a challenging role where I can leverage my extensive experience in sales and accounting to contribute significantly to business success.

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rdchirakkal@gmail.com

Sharjah, UAE

02 Aug 1996

WORK EXPERIENCE

Accountant cum Sales Associate

Sonas Wholesale Point L.L.C.

Aug 2017 – Jul 2023Ajman, UAE

Roles and Responsibilities

- Maintain accurate and up-to-date financial records, including accounts payable/receivable and general ledger entries.
- Actively engage in sales activities, including customer interactions, inquiries and product presentations.
- Assist in the preparation of budgets and financial forecasts.
- Generate timely and accurate financial reports, including income statements and balance sheets.
- Ensure adherence to local tax regulations and assist in the preparation of tax returns.
- Collaborate with the sales team to ensure seamless coordination between financial and sales activities.
- Provide excellent customer service, addressing inquiries and ensuring customer satisfaction.
- Monitor and manage cash flow to ensure adequate liquidity for operational needs.

Sales Executive

Apco Tata Motors Pvt.Ltd.

May 2015 – Feb 2017Kerala, India

Roles and Responsibilities

- Achieve and exceed sales targets through effective lead generation and conversion strategies.
- Provide exceptional customer service, addressing inquiries and ensuring customer satisfaction.
- Effectively communicate product benefits and specifications to potential customers.
- Address customer concerns and objections, converting them into sales opportunities.
- Negotiate terms and conditions with customers to secure profitable and mutually beneficial deals.
- Prepare and submit accurate and timely sales reports, forecasts and documentation.
- Collaborate with the marketing team to align sales strategies with promotional activities.

KEY SKILLS

Financial AnalysisFinancial Reporting

Financial Record KeepingLead Generation

Budgeting & ForecastingNegotiation Skills

Strategic Sales PlanningVendor Relationships

Client RelationshipsRegulatory Compliance

EDUCATION

Bachelor of Commerce
University of Calicut, Kerala, India

PASSPORT DETAILS

- Passport No : P1437687
- Date of Expiry : 20/07/2026
- Visa Status : Visit Visa
- UAE Driving Licence Holder

SOFTWARE PROFICIENCY

- MS Office
Word | Excel | PowerPoint
- Tally.ERP 9
- Focus 9
- Focus RT
- Gravity RP

LANGUAGES KNOWN

- English
- Hindi
- Malayalam
- Tamil

■ Telemarketing Executive

Torra International

Jul 2012 – Feb 2014

Kerala, India

Roles and Responsibilities

- Initiate and conduct outbound calls to potential customers.
- Present products or services persuasively to generate interest and leads.
- Clearly articulate the features and benefits of products or services offered.
- Meet or exceed daily/weekly/monthly sales targets.
- Continuously strive to improve personal and team performance.
- Build and maintain positive relationships with potential and existing customers.
- Utilize data analytics tools to track and report on telemarketing performance.

DECLARATION

I hereby declare that the above written particulars are true and correct to the best of my knowledge and belief.

MOHAMMED RASHID M K

SOFT SKILLS

- Communication
- Leadership
- Team Work
- Critical Thinking
- Time Management
- Coordination
- Decision Making

STRENGTH & QUALITIES

- Diligence in ensuring accuracy and quality in work.
- Patience when dealing with others.
- Flexibility in thinking and operating style.
- Capacity to adjust and thrive in changing environments.
- Inspiring and motivating others to active greatness.
- Collaborating and working well together with others.