



# MUHAMMEDJUNAI.D.K



Abu Dhabi, United Arab Emirates



[muhammedjunaidk9544@gmail.com](mailto:muhammedjunaidk9544@gmail.com)



(+971) 56 8103 780 | (+91) 954 4734 051

## EDUCATION

### BACHELOR'S DEGREE OF COMMERCE

*Cooperation, 2020 (Result Awaited)*

*Calicut University, India*

- Professional Practical Accounting Technician, 2021
- Plus two Board of Higher Secondary Examination, 2017
- Secondary School Learning Certificate, Government of Kerala, 2015

## TECHNICAL SKILLS

- ✓ Common Operating Systems
- ✓ Tally
- ✓ QuickBooks
- ✓ SAP
- ✓ Data Analysis
- ✓ Financial Literacy
- ✓ Mathematical Skills
- ✓ Computer Skills (*MS Office. Word, Excel, Outlook, Powerpoint, etc..*)

## SOFT SKILLS

- ✓ Communication
- ✓ Teamwork
- ✓ Problem Solving
- ✓ Work Ethics
- ✓ Adaptability
- ✓ Time Management
- ✓ Attention to detail

## PERSONAL INFO

- D.O.B : **05 / 06 / 1999**
- Nationality : **Indian**
- Civil Status : **Single**
- Religion : **Islam, Mappila**
- Language Spoken : **English, Hindi, Malayalam**
- Visa Status : **UAE Residence Visa**
- UAE Driving License :**
  - ✓ **Light Vehicle**
  - ✓ **Motor Vehicle**

## CAREER OBJECTIVES

Secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company.

## WORK EXPERIENCE

### SALES EXECUTIVE, 2021 to Present

**ILLUS Restaurant and Café, Abu Dhabi, United Arab Emirates**

- Achieve growth and hit sales targets by successfully managing the sales team.
- Design and implement a strategic business plan that expands company's customer base and ensure it's strong presence.
- Build and promote strong, long-lasting customer relationships by partnering with them and understanding their needs.
- Present sales, revenue and expenses reports and realistic forecasts to the management team.
- Identify emerging markets and market shifts while being fully aware of new products and competition status.

### ACCOUNT EXECUTIVE, 2020 to 2021

**Accounting Consultancy Calicut, India**

- Providing support for clients by learning about and satisfying their needs.
- Making cold calls or reaching out to prospects.
- Following up with prospects several times throughout the sales cycle to ensure needs are being met.
- Presenting and demonstrating the value of products and services to prospective buyers.
- Compiling and analyzing data to find trends.
- Developing sales strategies and setting quotas.
- Staying current on company offerings and industry trends.
- Maintaining a database of contact information.
- Building long-lasting, mutually beneficial relationships with external contacts and internal departments to create a better customer experience.
- Handling complaints and negotiations.

### SALES PERSON, 2017 to 2019

**Key Tees Books, Malappuram – Kerala, India**

- Present, promote and sell products/services using solid arguments to existing and prospective customers
- Establish, develop and maintain positive business and customer relationships
- Expedite the resolution of customer problems and complaints to maximize satisfaction
- Achieve agreed upon sales targets and outcomes within schedule
- Supply management with reports on customer needs, problems, interests, competitive activities, and potential for new products and services.
- Keep abreast of best practices and promotional trends.
- Track all sales activities in company CRM system and keep current by updating account information regularly.
- Coordinate with other team members and departments to optimize the sales effort.