



MIDILAJ V

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WORK EXPERIENCE

Sales Executive | Abu Dhabi National Oil Company (ADNOC)

2021- Present

- Responsible for handling all areas of the sales process, from customer engagement to product demonstration and transaction closure.
- Building relationships with new customers and distributors.
- Consistently exceeded sales targets by employing effective sales techniques and building strong relationships with customers.
- Administer the efficient handling and management of stock, ensuring preservation of accurate records.
- Demonstrated expert product knowledge to effectively communicate features and benefits to customers, resulting in increased sales and customer satisfaction. .
- Ensuring shelves are stocked, merchandise is displayed attractively, and inventory levels are maintained. This includes receiving deliveries, organizing stockrooms, and conducting regular stock checks.
- Handled customer inquiries, complaints, and returns in a professional and timely manner, ensuring high levels of customer satisfaction..
- Conduct regular market research to identify potential clients and market trends.
- Prepare and submit regular reports on sales performance, stock levels, and market trends.
- Analyze data to identify areas for improvement and implement strategies to enhance overall

Accountant | Marwa Traders

2020 - 2021

- Manage day-to-day accounting activities, including accounts payable/receivable, payroll processing, and general ledger maintenance
- Prepare monthly financial statements, including income statements, balance sheets, and cash flow statements, ensuring accuracy and compliance with accounting standards.
- Streamline accounting processes by implementing automated solutions, reducing manual errors and improving efficiency.
- Perform month-end and year-end closing procedures, reconciling accounts and ensuring all financial transactions are properly recorded.
- Assist in the preparation of tax returns and compliance with regulatory requirements, staying up-to-date on tax laws and regulations.

Assistant Store Manager (Accounts) | Style Play

2020

- Monitor inventory levels and optimize stock levels to minimize out-of-stock situations while reducing excess inventory .
- Resolve customer complaints and inquiries promptly and professionally,
- Develop and implement effective sales strategies to maximize revenue and achieve sales targets.
- Analyze sales trends and customer feedback to identify areas for improvement and implement necessary changes.

- Prepare and analyze sales reports, budgets, and financial statements to track performance and identify opportunities for growth.
- Foster a positive work culture that promotes teamwork, creativity, and continuous improvement.

SKILLS

Accounts Management | Systems involving Microsoft Excel | Inventory Management, Tax Management, Payroll Management | Tally ACE Certificate from TIL , SAP FI/CO & Business One | GST Accounting & Gulf VAT Accounting |Analytic and strong problem solving skills

EDUCATION

Bachelor of Business Administration | 2016 -2019
University of Madras

XII | S.H HSS Dwaraga 2014 -2016

LANGUAGES

Malayalam, English, Hindi, Tamil, Urdu, Arabic

DECLARATION

I hereby declare that all the information provided is true to the best of knowledge and belief. Date:
Place: