

Mohamed Kalifa

Sharjah, United Arab Emirates

Mobile: - +971 55 398 1996

Email: - j.mohamedkalifa@gmail.com



Objective: -

Seeking a position with eagerness to utilize time-tested ideas and experience for the benefit and growth of your concern.

Drive to surpass goals **Building Strong Client relationships**
Strong Management and Leadership Skills.

Career Summary: -

ENPI GROUP OF COMPANY: www.futurepack.ae



Office Administration

April 2022 to till date 2024.

- Supported sales, finance, parts, and Maintenance departments.
- Handled accounting transactions including invoicing, accounts receivable/payable and purchasing functions.
- Accurately completed incident report, shift reports, individual logs and disciplinary form, via computer purchase invoice creation.
- Perform reconciliations of all General Ledger balance ensuring proper classification of balance sheet and income statement items.
- Deal with supplier or client queries from import and export company.

ENPI GROUP OF COMPANY: www.unitedsecurity.ae



Office in Sales Executive.

September 2013 to till 2022.

- Sales Achievement: Meet and exceed sales targets through effective customer engagement.
- Product Knowledge: Develop and maintain thorough knowledge of our product range to effectively advise customers.
- Customer Service: Provide exceptional service, answering customer queries and offering solutions.
- Relationship Building: Establish and maintain positive relationships with customers to encourage repeat business.
- Sales Strategies: Implement sales strategies and participate in promotional events to increase sales.
- Feedback Collection: Gather customer feedback and relay it to the management for service improvement.
- Reporting: Maintain accurate records of sales and customer interactions.
- Accurately completed incident report, Delivery note and Invoice logs and disciplinary form, via computer and hard copy filling.
- Assists the Purchasing Manager with the monthly inventory & preparation of non-moving and slow-moving item list.
- Make periodical checks between records and actual stock and investigate any discrepancies and report to the Cost Controller immediately.

PRODUCTION PROMOTER:**CANADIAN CARTON INDUSTRIAL L.L.C (RAK)**

June 2011 to till May 2013.

- Supervises staff to produce manufacture product, and organizes and monitor workflow researches and negotiates with vendors and supplier to improve efficiency of processes and reduce unnecessary costs
- Product Development collaborated with product design to institute new products on the floor, including follow-up with data analysis.
- The machinery and checkpoint to ensure safe and efficient workflow

ADDITIONAL SKILLS

- *Fluent Language English, Hindi, Punjab, Urdu, Malayalam and Tamil.*
- *ERP,SAP,CRM,Oracle,VisualBasic,Tally,PCAssembling,Command Prompt.*
- *MS-Office, Diploma in Computer Hardware and Net Working.*
- *Good knowledge in computer and its administration, Familiar in Internet, Email desktop application.*

Visa Detail:

Place of Issue : Sharjah
Visa Expiry : **25/12/2024**
Status : **VISA Cancel**
Passport No : U 0815222
Passport Issue Date : 19/08/2020
Passport Expiry : 18/08/2030

PERSONAL PROFILE:

Education : B.C. A (Bachelor of Computer Applications) Jamal Mohamed Collage
Trichy-20 S- India.
School : 12th Grade
Language : Tamil.
Date of Birth : 17-04-1989
Marital Status : Married
Citizenship : South -Indian, TAMIL NADU.

I hereby declare the above furnished information are true and correct with the best of

my knowledge.

You're sincerely
Mohamed Kalifa.