

# Muhammed Safeer



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☎ 0525646167

📍 Dubai, UAE

📅 19 Dec 1996

🇮🇳 Indian

## 🎓 EDUCATION

### Bachelor Degree

IEC University

India

## 🧠 SKILLS

- Sales and Marketing strategy
- Account Management
- Business Analysis
- Data Analysis
- Leadership
- Problem Solving

## 🌐 LANGUAGES

English	● ● ● ● ●
Hindi	● ● ● ● ●
Arabic	● ● ● ● ●
Malayalam	● ● ● ● ●

## 📄 LICENSE

- Dubai Driving License

## 👤 PROFILE

A strong and inspirational leader who knows how to drive team members to greater success. Expert at managing a high level of customer expectations, dealing with complex managerial problems and ensuring that sales targets are met.

## 💼 PROFESSIONAL EXPERIENCE

### Space Management Unit Head

Union Coop

Jun 2021 – present | Dubai, UAE

- Ensure contracts are well defining the terms, conditions, charges and payment methodology
- Assist and provide financial advice in the preparation and implementation of yearly budget, financial planning
- Prepare monthly reports of actual result against budget, analyze result and recommend to department manager measure required to meet budget
- Handled complaint raised by business partners
- Prepare the adjustment and different type of deduction
- Coordinate with branch owners to implement plans and follow up space status
- Developing and maintaining filing systems so as to maintain Agreement records, prepare reports, and provide financial information to the finance department.
- Preparing reports for the management stating trends, patterns, and predictions using relevant data

### Sales Supervisor

Union Coop

Dec 2018 – Jun 2021 | Dubai, UAE

- Recruiting, Training Supervising and appraising staff
- Managing budgets for expenses like bonuses, marketing, and other wxpenses
- To ensure that the showroom and all displays are neat and tidy at all times
- To ensure that customers are extended the highest levels of customer service at all times.
- Achieve agreed upon sales targets and outcome within schedule.
- Plans and monitors the storage, delivery and dispatch of orders
- Preparing and submitting daily reports and feedback to the higher management.

## 📖 COURSES

DIFA (Diploma in Indian and Foreign Accounts)

Tally ERP9