**CURRICULUM VITAE**

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| **Name: Naina Mohamed. M**  **Email: Nainamohd8808@gmail.com**  Mobile: **971 567812176**  **Address**  Naina Mohamed. M  Dubai – UAE.  **Driving License :**  **UAE Valid License No. 3896154**  **Personal Details**  DOB : 16th Aug 1988  Sex : Male  Nationality : Indian  Marital Status : Single  **Languages Known**  English, Hindi, Tamil & Malayalam  **Computer Skills**   * + - * Accounting Packages   –**FOCUS ERP 7&8,9, SAGE.**   * **MS-Office** * Word * Excel * PowerPoint * Outlook * **Tally** * **Erp9** | **Career Objective**  **Data Entry/Expeditor**  Looking for a suitable and challenging position in organization, which I could develop my personal abilities, skills, and strength for the benefits of the company and my own. I am hardworking, time organized, honest & can adjust any environments.  **Professional Profile**  An effective team leader with a flexible and detail oriented attitude complemented by excellent analytical, technical, planning & organizational skills.  **Professional Qualifications**  **Master of Business Administration (MBA) – Chennai (2009-20)**  – Madras University  **Bachelor of Business Administration (BBA) – Thanjavur (2006-2009)**  – PRIST University  **Professional Experience**  **Sales Accounts / Purchase Assistant**  (Nov 2020 to Till date)  **AL BAKRAWE FRUITS & VEGETABLES TRADING CO.UAE**   * Coordinate with suppliers for Quote compare with local market price and negotiate for Best Quality, Price as per purchase manager instruction. * Preparation of purchase order, send to Supplier and follow up the delivery / shipment. * Coordinate with Sales team for the MRF before order or delivery. * Prepare the DO and schedule the delivery to customer. * Issue the Credit note within the agreed terms. * Resolve conflicts and provide solutions to customers in a timely manner.   **Sales Accounts** (June 2017 to Sep 2020 date)  **MIRAK ROYAL NATURE FRUITS & VEGETABLES TRADING CO. UAE**  ***Duties & Responsibilities:***   * Responsible for maintaining accounts receivables * Communicate with customer regarding LPO issues. * Developing positive relationships and handling customers’ needs * Report on the status of accounts and transactions * Responsible for generating update Daily Sales Report. * Preparing material receipt voucher. * Getting prices from local purchase and analysis with market prices, then feed into the ERP origin rate master. * Our Software (Focus7 & Focus8 & Sage) * **Retail Experience**   **Customer Relation Officer with World of Titan Watches**  **Dec 2012 to March 2015**  **Roles and Responsibilities**  **Retail Operations Management**   * Adherence of Standard Operating Procedures (SOP) * Understanding of goals – Budget Vs. Sales * Follow up with stock availability and replenishment * Ensuring inventory maintained as per the Order * Manage key accounts * Act as the point of contact for clients * Resolve problems and handle complaints in a timely manner * Identify new potential customers * Supervise sales account representatives * Ensure budget and time requirements are met * Stay up-to-date with new features and product launches   **Client Relationship Management**   * Interact with customers to resolve & reduce complaints; provide exceptional customer experience. * Ensure customer satisfaction.   **Declaration**  I do hereby declare that the information given above by me is true to the best of my knowledge.  ***Naina Mohamed. M***    **Mobile No. 056-7812176**    ***:*** |