**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 1988Sex : MaleNationality : IndianMarital 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*****:*** |