



# NISHARUDEEN



+971529481417



Nizarfreaky@gmail.com



Dubai, UAE



Feb 20, 1998



Indian

## SKILLS

- Proficient in Accounting, Excel, Dynamic
- Proficient in POS system
- Experienced in retail sales
- Good written and oral communication (Tamil, Malayalam and English)
- Hard-working

## EDUCATION

04/2018

MS University | India

B.com (Bachelor of commerce)

## LANGUAGES

Tamil Native

English C2  
Proficient

Hindi C2  
Proficient

Malayalam C2  
Proficient

Arabic A2  
Elementary

## PROFESSIONAL SUMMARY

Result-driven Sales assistant for over 6 years experience in the sales industries and with a track record of achieving customer satisfaction, strong time management and organizational skills that brought sales increase for further growth of the company.

## WORK HISTORY

03/2022 - Current

**Sales assistant**

**Emirates National Oil Company (ENOC) United Arab Emirates | Dubai, UAE**

- Customer Sales Assistant (CSA)
- POS operation and customers service
- Merchandise, Products ordering, Products receiving
- Proficient in cash handling in POS system
- Cashier knowledgeable opening and closing pos exactly

07/2020 - 02/2022

**a john moris & co., chartered accountants  
nagercoil, india**

**Audit & Accounts Executive**

Worked as a Project Manager, leading a team of 4 and took up a challenge in filing GST returns for 50+ companies every month and was able to successfully handle more than 50 companies comfortably

Managed to accomplish the task of preparing accounts, financial statements, and filing income tax returns based on accepted accounting procedures for a conglomerate in a very short period and saving the client from receiving a heavy penalty by pellucidly organizing and working under pressure

Individually handled a public limited company's audit by collecting data, verification of the data in compliance with statutory provisions, reconciliation of the data, and filing Goods and Services Tax (GST) reports to the government amidst COVID19

06/2018 - 07/2020

## **Sales promoter**

**Samsung | India**

- Informed current and potential customers about product updates, special offers and new products.
- Promoted products and services to target audience through strategic marketing campaigns.