

HABEEB KAMBI VALAPPIL

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Results-driven professional seeking to leverage my 7 years of diverse professional background and extensive experience in sales, administration, and accounting to contribute effectively to a dynamic organization. Eager to apply my strong organizational skills, attention to detail, and commitment to accuracy in a challenging role that offers opportunities for growth and advancement.

WORK EXPERIENCE

Cashier and Sales Admin | January 2019 – January 2024 **Bin Faris Auto Parts & Trading - Doha, Qatar**

- Responsible for handling cash transactions and maintaining petty cash fund.
- Provided administrative support to the sales team, ensuring smooth operations.
- Scanned goods and ensured pricing is accurate.
- Balanced cash registers at the end of the shift.
- Processed payments using cash, cards, or automatic debits, ensuring accuracy and efficiency.
- Handled customer inquiries and resolved issues in a timely and professional manner.
- Assisted customers in fulfilling their requirements, handling concerns and queries.
- Provided timely sales reports to senior management.
- Consistently strived to meet and exceed sales targets.

Accounts Assistant | February 2018 - January 2019 **Bin Faris Auto Parts & Trading - Doha, Qatar**

- Managed daily maintenance of books of accounts timely.
- Prepared statements of accounts for Payables and Receivables.
- Ensured the security of financial information by completing regular database backups.
- Prepared financial reports on a monthly basis, providing insights into financial performance.
- Conducted bank reconciliations to verify and maintain accuracy of financial records.
- Implemented Management Information Systems (MIS) to streamline reporting processes.
- Maintained cash book, recording all cash transactions accurately.

Sales Executive | July 2017 - 2018 **Edumart – Calicut**

- Acquired excellent product knowledge so as to handle customer inquiries and giving top notch insights to the products and services offered.
- Developed and implemented effective sales strategies to achieve sales targets.
- Conducted market research to identify potential customers and their needs.
- Built and maintained strong relationships with clients to ensure customer retention.
- Collaborated with the marketing team to create promotional campaigns and materials.
- Prepared and delivered sales reports to the management..
- Managed the sales process from initial contact to closing the deal.

EDUCATION

Bachelor of Commerce | 2015
Calicut University

Higher Secondary Education – Commerce | 2012
Kerala State Board

Certifications

PDCFA (Professional diploma in Computer financial Accounting)

CORE SKILLS

- Effective communication and Good Interpersonal skills
- Target Oriented
- Time and Resource Management
- Client Relationship building
- Highly organized
- Active Listening and Negotiation
- Strategic Planning and Decision making
- Team building and coordination

LANGUAGES

- English - Advanced Proficiency
- Hindi - Advanced Proficiency
- Malayalam – Native Proficiency

IT PROFICIENCY

- Office Package: - MS Office (Excel, Word, Power Point) Advance level.
- Accounting Package – Tally ERP
- Computerized Accounting
- Electronic cash processing

PERSONAL INFO

- Date of Birth : 05-01-1995
- Nationality : Indian
- Passport No : N1586863
- **Visa Status : Visit Visa**