

# HABEEB KAMBI VALAPPIL

Dubai - UAE | +971 562497935 | habeebeltr6@gmail.com

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**