

SALES & ACCOUNTS EXECUTIVE

**SHEEBAN AHMED NOMAN
AHMAD**

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SUMMARY

Have a positive work attitude with Hard working Punctuality & Regularly
- Highly motivated and dedicated
- Interacting with people with exceptional communication and interpersonal relation skills.
- Commitment to work in high level of confidence

CAREER OBJECTIVE

Seeking a suitable placement in a professional organization with an opportunity for career growth. I am submitting my application with the hope of accomplishing my lofty objectives in life. It will be my best confidence and satisfaction.
with Hard working Punctuality & Regularly.
Highly motivated and dedicated with confident and ready to work in challenging condition.

SKILLS

Information technology Basic
Applications

Proven work experience as a Sales Representative

Excellent knowledge of MS Office

Highly motivated and target driven with a proven track record in sales

Excellent selling, negotiation and communication skills

Prioritizing, time management and organizational skills

Ability to create and deliver presentations tailored to the audience needs

Relationship management skills and openness to feedback

EXPERIENCE

Dec-2021 - Aug-2023

Accounts Executive cum
Cashier

Bata Shoes, Rudauli, Ayodhya, Uttar Pradesh

- Perform basic math functions to collect payments and make change.
- Receive payment by cash, cheque, credit cards.
- Petty cash handling as per SOP.
- Accurately perform daily reconciliations of cash, cheque and credit card transactions.
- Daily bank deposits adhering to Internal control procedures.
- Bank reconciliation.
- Intermediate bookkeeping knowledge.
- Basic VAT understanding.
- Performing tasks as assigned by line manager.

Feb-2020 - Nov-2021

Smart Kid's Collection, Rudauli, Ayodhya, Uttar Pradesh

Sale Executive Coordinate sales effort with team members and other departments

 Analyze the territory/market's potential, track sales and status reports

 Supply management with reports on customer needs, problems, interests, competitive activities, and potential for new products and services.

 Keep abreast of best practices and promotional trends

 Continuously improve through feedback

Apr-2018 - Jan-2020 **Urban Garments, Rudauli, Ayodhya, Uttar Pradesh**

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EDUCATION

Degree/Course	Institute/College	University/Board	Year of Passing
Intermediate	Isha Atul Uloom Dalmau Niyamatganj	Uttar Pradesh	2021
High school	DSM Lion Public School	Central Board of Secondary Education	2017

CERTIFICATION

L.Z.COMPUTER INSTITUTE Computer Accounting With Tally ERP 9
16 July - 14 October 2018

PERSONAL DETAILS

Address Naif Deira
Dubai - UAE

Passport detail V0311132 - Visa Status - Visit Visa - 2 Months

Date of Birth 20 August 2000

Gender Male

Nationality Indian

Marital Status Single

Languages Known English, Hindi, Urdu

DECLARATION

All the details stated above are true to the best of my knowledge. If you will give me a chance to serve under you kind control I assure to perform my duty efficiently and up to the entire satisfaction of my superiors

SHEEBAN AHMED NOMAN AHMAD