



PROFILE

Graduated in commerce with 1 year of experience as an accounts assistant and 1 year of experience in sales. Proven ability to manage accounts, track inventory, and close deals. Seeking a challenging position in a fast-paced environment where I can use my skills and experience to make a significant contribution.

CONTACT

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+971523466816

EMAIL:
Sabirbobi6@gmail.com

LINKDEIN :
[SABIR KS](#)

ADDRESS:
Muroor Road
Abu Dhabi , UAE

PERSONAL DETAILS

DOB : 12/08/1998
Gender : Male
Marital Status : Single
Nationality : Indian
Passport Number : T8877848
Expiry date : 04/09/2029

PERSONAL DETAILS

- ENGLISH
- HINDI
- ARABIC
- MALAYALAM
- TAMIL

SABIR KS

EDUCATION

BACHELOR OF COMMERCE IN FINANCE
IBVE UNIVERSITY

PGDFM (Post Graduate Diploma in Financial Management)
Accounts Zone

WORK EXPERIENCE

ADNOC (Abudhabi National Oil Company) **ABUDHABI, UAE**
SALES ATTENDANT
Jan 2022 - Present

- Provide excellent customer service, answering questions and resolving any issues
- Operate the cash register and handle customer payments.
- Receive and process deliveries of merchandise.
- Maintain accurate records of transactions and transactions, including fuel purchases and returns.
- Promote and sell products and services.

SOUTH MALABAR STEELS & ALLOY PVT LTD **KERALA , INDIA**
ACCOUNTS ASSISTANT
Apr 2019 - Mar 2020

- Reconcile accounts payable and receivable
- Prepare monthly financial reports
- Process invoices and payments.
- Answer customer inquiries about accounts
- Maintain accounting records

PROFESSIONAL LICENCES AND CERTIFICATIONS

- **UAE Manual Driving Licence**
- Tally (Gulf VAT)
- SAGE 50
- MS EXCEL
- Quick Books
- MS Office

SKILLS

Attention to detail Communication Skill Data Entry Skills SAGE 50

MS Excel MS Word Tally prime Teamwork Sales

Quick Books Peach Tree Leadership