

MOHAMMED AIJAZUDDIN

SALES EXECUTIVE



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15 years of extensive exposure in Sales, Cashier, Accounts, customer service, Banking, Inventory and Warehouse. Significantly contributed in the Sales work profile and achieved a consistent career growth. Results driven and team member who possess the ability to work well under pressure and meet task deadlines. Skilled in prioritizing job responsibilities in an effective and organize manner and maintaining strict confidentiality of records. A fast learner and dynamic by personality who have flair for interacting with people thriving for new challenges.

Strengths

- ☒ 15 years of rich Gulf experience.
- ☒ Exceptionally quick on learning.
- ☒ Result oriented approach towards the Work.
- ☒ Organization & coordination skills.
- ☒ Excellent ability to multi-task.
- ☒ Strong analytical and problem solving skills.

Qualifications

Master of Commerce Osmania University, Hyderabad, India.

Bachelor of Commerce Osmania University, Hyderabad, India.

Bachelor of Education Osmania University, Hyderabad, India.

Achievements

- ☒ Responsible for the Sales, Cash, Banking, Daily Sales Reports & Inventory.
- ☒ Displayed abilities in handling problems as opportunities and dealing with difficult challenges.
- ☒ Proficient in use of Ms Excel, Word & PowerPoint.
- ☒ High Speed in Typewriting.

Career Progression

Typist cum Computer Operator Al Fares Typing Services	2020-TIL NOW
Warehouse In charge Zain Sky General Trading	2018-2019
Warehouse Officer Ajmal Perfumes LLC	2016– 2018
Showroom Accountant Ajmal Perfumes LLC	2008 –2016

Areas of Expertise

AL FARES TYPING SERVICES
TYPIST CUM COMPUTER OPERATOR

- Transfer data from paper format into digital files or data base system.
- Gather, register or organize typing material.
- Make file and submit for Emirates Identify Card.
- Make file and submit for Residence visa.
- Make Medical for Visa Renewal.
- Make Quotations, CV's and Applications.
- Scan and prints files as needed.
- Payments of Dewa, Fewa, Sewa & Ajman Sewerage.

ZAIN INTERNATIONAL GENERAL TRADING
Accountant Cum Warehouse In charge

- ☒ Prepare Journal entries as per established and statutory accounting standards.
- ☒ Carry out reconciliations of account, general ledger and sub ledger.
- ☒ Maintain general ledger at account level.
- ☒ Provide financial information for auditing when needed.
- ☒ Process payments and invoices accurately and timely as per company procedure.
- ☒ Prepare and submit Expense report to Manager.
- ☒ Perform account reconciliations and ensure all ledgers are closed as per Company law.

Ajmal Perfumes LLC
Warehouse Officer

- Prepare products for shipment by Verifying Locations, directing movement to staging area.
- Store Products by Designating Storage Areas adjusting storage areas according to Production and Shipping requirements, Updating location Database.
- Monitors Inventory by completing counts as required.
- Coordination with Showrooms across UAE and timely dispatch of goods as per Material Requisition, PO with minimum Sales Loss.
- Assist in all related activities of warehouse in order to provide the best support to maximise Sales.
- Ensuring that the goods received/Stock are well organized and controlled to support the goals of the business.

Ajmal Perfumes LLC
Showroom Accountant

- ☒ Maintain Daily Sales Summaries and Transaction Records.
- ☒ Daily Cash Deposit in Bank.
- ☒ Regularly updates Stock availability in Stores and report to Manager.
- ☒ Daily entries of Banks Merchant Advises.
- ☒ Receive payments by Cash, Credit Cards & Cheques and prepare Invoices.
- ☒ Stock takes while on Demand by Management.

- ☒ Bank Reconciliation Statements.
- ☒ Finalisation of Accounts.
- ☒ Establish tables of accounts, and assign entries to proper accounts.
- ☒ Determine charges for services requested, collect payments, or arrange invoices.
- ☒ Contribute to the establishment and development of the organization's goodwill/ reputation.

Professional Development

IT Skills

- ☒ WMS (LFS), Orion 10.6 ERP, Intimus, My Money.
- ☒ MS Office (Word, Excel, PowerPoint, Outlook), Internet & Emailing.
- ☒ Accounting Packages (Tally, Focus, and Wing)
- ☒ Type Writing Higher Grade from State Board of Technical Education & Training.

Personal Details

Fathers Name	Mohammed Naseeruddin
Date of Birth	10.06.1982
Nationality	Indian
Passport No	K8430383
Driving Licence	Automatic
Visa Status	Residence (cancelled)
Marital Status	Married
Languages Known	English, Arabic Urdu and Hindi.

References

Will furnish promptly upon request