

# SHAHZAD ALI.



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## **Summary**

I have 6 years' experience of Accounts, Sales and After Sales Services with in this period, I am working in Electronics Co. as Accountant cum Sales Operations and service co coordinator in Sharjah I have Bachelor Degree with BCS. Looking forward for a challenging post in a respectable organization, where I can apply my intellectual skills, while enhancing my capabilities as a professional at the same time. I can also perform optimally under pressure and have a tendency to engage in challenging situations. I have excellent communicational skills and possess the capability of working alone or as an efficient team player and can handle financial and administrative duties very well.

## **Key Skills**

- Tally Prime accounting software
- MS Office
- Supplier / Vendor Management
- Handle Office Administration
- DN & INV Prepared
- Reporting and Documentation
- Customer Satisfaction
- Sales Operation
- Customer Relationship
- Dealing With Customer
- SOA Outstanding Follow up
- Quotations & PI Follow Up

## **Professional Experience**

**Al-Mualim Electronics L.L.C Sharjha, UAE**

### **JOB ORIENTED RESPONSIBILITIES**

- Interface with customers and sales representatives to handle both pre-sales and post-sales service functions.
- Provide outstanding customer service to improve customer satisfaction and relationship.
- Handle and resolve customer complaints/inquiries via mail or phone in a timely and accurate manner.
- Handle incoming phone calls related to; return material requests, product samples, order referrals, sales promotions, etc.
- Maintain database of customer sales order and invoicing records.
- Coordinate, analyse and improve customer service functions to meet company

- **JOB ORIENTED RESPONSIBILITIES**

- Maintain all account ledger in TALLY Prime.
  - Maintain purchase bill pending ,sales bill pending ,p.o. and s.o. accounting vouchers and inventory vouchers,
  - Outstanding of receivable or payable, maintain batch and stock items in TALLY Prime
  - query find out through value to calculate in report in TALLY Prime
  - Maintain their daily report .
  - Responsible for the entire sales from prospecting to closing.
  - Prepared Invoice, Performa, etc.
  - Coordinating with accounts for generating Invoice against each purchase order.
  - Maintaining All Employees Timesheets and Prepare the Monthly Salaries.
  - Maintain the Local, International (Suppliers/Customers) Data in MS.Excel.
  - Prepare P & L , Balance Sheet and Finalize of Accounts.
  - Read and Reply to the Corresponds Emails.
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## **Academic Credentials**

B.S – Computer Science from University of Sindh Pakistan

## **Languages**

Arabic  
English  
Urdu  
Hindi

## **DECLARATION**

I certify that the information furnished above is correct and complete to the best of my knowledge and belief