

SALES & ACCOUNTS EXECUTIVE

**SHEEBAN AHMED NOMAN
AHMAD**

Szsheeban1@gmail.com

+971561963115



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

Bata Shoes, Rudauli, Ayodhya, Uttar Pradesh

Accounts Executive cum
Cashier

- 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

