

SHUAIB AHMED

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With valid UAE driving License

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PROFILE SUMMARY

Experienced and dynamic business development executive with a proven track record of driving revenue growth, establishing client relationships and enhancing the potential client base. Looking to leverage my expertise and network to contribute to the success of a dynamic organization.

KEY SKILLS

Business Development planning | Key Accounts Management | Consultancy on Procedures for Establishing Business Setup | Negotiation Skills | Awareness of Local Authority Regulations | CRM

PROFESSIONAL EXPERIENCE

Al Waseet Services – Dubai

NOV 2021 – Present

Business Development Executive

- Responsible of developing new business by visiting or contacting B2B customers for the purpose of setting up and organizing new ventures.
- Facilitating the timely processing and renewal of company licenses and permits as required by UAE authorities Responsible for updating the New Laws implemented across the region for the beneficial of the customer.
- Responsible for preparing new quote and participating in negotiations with the client to seal the agreement.
- In charge of creating a Performa Invoice, sending it to the client, and promptly following up on payment receivables.
- Regularly assessing the work progress schedule and updating to the clients.
- Maintaining positive relationships with clients and suppliers to understand and address their specific needs within the local business context.
- Handling inquiries and requests from government entities such as the Ministry of Labor, Department of Economic Development, and Immigration Department.
- Preparing and submitting all necessary documents and applications for visas, labor permits, and other regulatory approvals for employees.

PRO 4 Ever Businessmen Services | Dubai

APR 2018 – OCT 2021

General Accountant

- Maintain and update financial records, including accounts payable, accounts receivable and general ledger entries.
- Ensure the accuracy and completeness of financial data and transactions.
- Making quotes and invoices in accordance with management's approval.
- Reviewing all bills with the proper supporting documents and getting approval before payment.
- Preparing employee payroll each month by examining and evaluating time sheets & processing the salary via WPS in accordance with UAE law.

- Preparing quarterly VAT returns in accordance with Federal Tax Authority regulations.

TATA Consultancy Services | Chennai, IN

APR 2016 – JAN 2018

Process Associate

- Over long-term working involvement with non-voice-based UAE Money Examinations (Fund Transfer)
- Taking care of online fund transfer upon client request.
- Monitoring the flow of payments, including SWIFT, CHIPS FEDWIRE, and BIC routing.
- To handle SWIFT message-based inquiry questions. MT103, MT202, MT199, MT299, and other SWIFT message types are all well-versed in.
- Handling compliance and AML (Anti Money Laundering) inquiries.
- Maintain constant vigilance over inquiries and complaints and adhere to action plans. Adopted to prevent recurrence.

EDUCATIONAL QULIFICATION

Bachelor of Maths – 2012-2015

Thiruvalluvar University – Chennai.

TECHNICAL SKILL

- | | | |
|------------------------|---------------------|--------------------|
| • Microsoft Office 365 | • Stars CRM Support | • Oracle Flex Cube |
| • Wire Transfer (FTS) | • Quick Book (ERP) | • BFSI |

PERSONAL INFORMATOIN

Nationality: Indian

Date Of Birth: Oct 21,1994

Marital Status: Married

Available for Joining : Immediately available

Gender : Male

Language: English, Hindi & Tamil