



SHAJI JAMAL

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### Key Skills & Key Knowledge

- Invoicing
- Expert in Comparative Statements
- Material handling Management
- Good Negotiation with vendors
- Expert in Client relationships
- The ability to balance a number of conflicting demands
- The ability to work to deadline

### Education

- Advanced Diploma In Computer Application
- Higher Secondary

### Language skills

- English
- Hindi
- Tamil
- Malayalam

### IT Skills

Operating System - Windows 8, 10  
Programming Language - C, HTML  
MS Office Suite (Word, Excel, PPT..)

### Personal Details

DOB : 29-May-1987  
Gender : Male  
Marital Status : Married  
Nationality : India  
Passport No. : X9563328

### Career Objective:-

Seeking a challenging position to utilize my skills and abilities in industries that offers professional growth while being resourceful, innovative and flexible.

### Working Experience

**Thowfeek Traders**  
August 2018 to July 2023



#### **Accountant**

- Accounts Receivable functions.
- Managed vendor accounts
- Prepare statement of Debtors.
- Ensured compliance with accounting deadlines.
- Bank Reconciliation

**Hyper panda**  
(Saudi-Arabia)

September 2015  
March 2017



#### **Salesman**

- Communicating with customers.
- Understanding customer needs.
- Explaining product features and benefits.
- Solving customer issues
- Sort merchandise according to pricing and location at store.

**Quilon**  
**Surgicals&Medicals**

Kollam-Kerala  
June 2010  
June 2015



#### **Sales Executive**

- Help customers find items in the store.
- Check for stock at other branches or order requested stock for customers.
- Provide customers with information about items.
- .Assisting customers with queries and providing solutions quickly.

**Reliance**  
**Communication Ltd**

April 2004  
August 2008



#### **Sales cum Customer Care Executive**

- Dealing with customer issues and churning out an easy-to-follow solution.
- managing payment and delivery of customer orders..
- Handling customer concerns and complaints in a timely manner.