






ABDUL FAYAZ K.H

CONTACT

 Dubai, UAE

 +971 555445830

 Payya99@gmail.com

PROFESSIONAL SUMMARY

I am a Sales executive who initializes and manages relationships with customers. Organized cashier experienced in handling cash, processing payments and patron relationship with excellent interpersonal abilities. Service – oriented team member with articulate communication skill and friendly demeanor.

SKILLS

- Willingness to learn new things
- Communication and critical thinking
- Team work
- Problem solving
- Good leadership
- Attitude to share information and knowledge
- Time management and active listening skill
- Honest and Patience
- Proficient with Microsoft Word, Excel and PowerPoint.
- Knowledge of Tally ERP, EXCEL.
- Knowledge of using various job portals such as; Naukri, Indeed, LinkedIn & etc.

CAREER HIGHLIGHTS (2014-2023)

FURNITURE SALES ASSOCIATE MAGIC FURNITURE TARDING Co – DUBAI

08/2023-01/2024

- Assisted with furniture needs and selection to meet customer's needs.
- Responsible for product information, company policies, procedures and complaints handling.
- Provided customer follow up to ensure long term satisfaction and services.
- Deal with customer and their orders.
- Install product and ensure proper display.

ASSISTANT ACCOUNTANT CUM CASHIER MATHAM ZAIM – KSA, SAUDI ARABIA

07/2019 – 12/2021

- Processed company documentation, such as invoices and payment checks.
- Assisted tax accountants in preparing tax returns and financial statements.
- Maintain accurate accounting records including journal entries, ledger, purchase entry, sales.
- communicated with client on a daily basis and ensured excellent customer service.
- Prepared invoices, expense reports, and payment memos.
- Managing day-to-day petty cash system.
- Calculate and record total amount of transactions.
- Reconciliation of Bank statement at the end of month.

SALES EXECUTIVE CUM CASHIER AK ENTERPRISES – MANGALORE, INDIA

07/2014 – 03/2019

- Maintain correct cash balances at cash registers.
- Process payment made with cash, checks, credit cards and debit cards.
- Checks the balance sheet of transactions.
- Managed shipments and sales orders.
- Building relationship with new customers and distributors.
- Maintained friendly and professional customer interaction at all times.
- Responsibilities include cashier, maintain store appearance and performance any other duties as assigned.
- Assist to achieve monthly target.

LANGUAGES

KANNADA: Native language

English: C1

Advanced

Hindi: C1

Advanced

Malayalam: C1

Advanced

Arabic: C1

Advanced

PERSONAL DETAILS

Date Of Birth: 11 January 1990

Gender: Male

Marital Status: Single

Nationality: Indian

Visa Status: Visit Visa

DRIVING LICENCE DETAILS

SAUDI ARABIA LICENCE

Licence no: 2470452695

INDIAN LICENCE

Licence no : KA21 20083387145

SALES EXECUTIVE

02/2022 - 06/2023

ZINQ HARDWARE - MODABIDRE, INDIA

- Building relationship with new customers and distributors.
- Provide purchase order recheck all products and bills.
- Displayed the appropriate product and sale promotion.
- Responsibilities include cashier, maintain store appearance and performance any other duties as assigned.
- Maintain good relationship with existing customers and manage refund, merchandise return and exchange.
- Assist to achieve monthly target.

EDUCATION BACKGROUND

Master of Arts (Economics): Mathematics, Statistics, Indian Economy, St Aloysius Autonomous College 2014.

MANGALORE UNIVERSITY - MANGALORE

Bachelor of Arts: ECONOMICS, HISTORY AND POLITICAL SCIENCE, 2012

ST. PHILOMENA COLLEGE, PUTTUR - MANGALORE, INDIA

CORE COMPETENCIES

- Comprehensive problem-solving skills, willingness to learn, patience, multi-task, enthusiastic.
- Ability to learn new languages and with the ability to work under pressure
- Ability to work individually, as a team player, flexible, adaptable, and open to change.
- Able to respond to rapid changes and maintaining confidentiality about the job.

ABDUL FAYAZ K.H