

To be a successful professional in sales by joining an organization that can provide me opportunities to widen my skills to grow & expand with the organization.

## Professional Profile

- Having 3+ years of experience in Sales.
- Effective communicator when speaking to clients or colleagues and when dealing with written correspondence.
- Strong listening skills to give customers a sense that their questions or concerns will be dealt with immediately.
- Commitment to providing excellent customer service in all aspects of a sales transaction.
- Fine attention to detail where mistakes or other discrepancies are spotted.
- Can work under pressure and meet deadlines.
- Have excellent communication & interpersonal skills.
- Have excellent time management skills & can meet the deadlines without compromising on quality.

## Work History

### AL SAHEL REFRIGENATION EQUPT. REP.SHOP

#### Salesman

11-10-2020 - till date

- Transport products into and out of branch office or warehouse to distribution centre.
- Verify customer orders to ensure that customer needs and requirements are met
- Load merchandise into the truck in a safe and systematic manner
- Drive the merchandise or products safely from one destination to the other
- Follow and adopt safety standards while transporting merchandise
- Obtain feedback from customers.
- Prepare route sequencing with return services.
- Ensure that the vehicle is in good condition.
- Complete all delivery assignments in a timely and systematic manner.



**MOHAMMED ADHIL**

## Contact

#### Address

**ABU DHABI, UAE**

#### Phone

**+971 567663756**

#### E-mail

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## Skills

Problem Solving

Expert in delivering presentation

Adaptability

Time Management

Team Leadership

Handling Pressure

- Introduce the employer's offers to potential and existing clients and customers and make cold calls to follow up, make pitches and process orders.
- Demonstrate good knowledge of the product being canvassed to convince customers/clients to buy them.

### **Salesman**

**08-2019 – 07-2020**

- Recording and maintaining the General ledger.
- Coordination with Purchase/ Sales Department and progress reporting to Management
- Posting of daily accounting Entries and Managing the GL
- Correspondence with supplier and documents.
- Maintenance of cash book, General Ledger
- Bank Reconciliation Statement.
- Preparation of bank transfers.
- Preparation of Trial Balance and assisting managers to finalization up to Balance Sheet.

## **Education**

**Higher Secondary Certificate from Secondary Examinations, India**

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## **Software**

Miscrosoft Office

## **Languages**

English  
Hindi  
Tamil  
Arabic  
Malayalam  
Urdu

## **Personal Details**

Nationality :Indian  
DOB :26 February, 2000  
Visa :Transferable  
Passport No :T3115211  
License :UAE Light Vehicle  
(Manual)