

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

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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

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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

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)