



# MOHAMMED KHAJA ADNAN UDDIN

## CONTACT

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📍 Dubai

## PERSONAL DETAILS

Date of Birth : 15/09/2001

Nationality : India

Passport : Y6747211

Gender : Male

## SKILLS

Problem Solving. Organizational skill.  
Communication. Critical thinking.  
Leadership. Teamwork. Accounts  
Payable. Account Recievable. Cash  
Handling. Solve problems at work, resolve  
conflicts and enable the team and  
personal growth.

100%

## ACHIEVEMENTS & AWARDS

Recognized As The Best Employee Of The  
Month. Attended the Inter College Various  
Competition in Marketing Theme  
Volunteered Public Programs

## LANGUAGES

English Hindi Urdu

## OBJECTIVE

To enhance my professional skills, capabilities and knowledge in an organization which recognizes the value of hard work and trusts me with responsibilities and challenges.

## EXPERIENCE

### SENIOR CUSTOMER SERVICE REPRESENTATIVE

August/2022 -

Frist source solutions Pvt Ltd

November/2023

- Excellent in communication along with well known exper tise in resolving the issues of the concern material.

Dedicated to bettering the customer experience with reliable product education, timely assistance, helpful feed- back and respectful conflict management response. Delivering the prompt and accurate information to ensure the ultmost clients satisfaction Building and maintaining relationship records with the clients.

### ASSISTANCE ACCOUNTANT

September 2021 -

NISSAN CARS PRVT LTD

June 2022

An Accountant helps businesses make critical -Collaborated with senior accountants to maintain accurate preparation of financial reports, including monthly and quarterly financial statements and variance analysis  
-Assisting day to day accounting tasks and Maintain accounts receivable and accounts payable.  
-Prepared journal entries, maintained general ledger accounts, and ensured data accuracy.  
-Utilize accounting software (Tally prime) for efficient data entry and report generation.  
-Assisted in reconcile bank statements and other financial accounts to verify the accuracy of transactions and account balances.  
-Collaborating with other departments, responding to financial inquiries, and maintaining effective communication with team members and stakeholders.

### SENIOR SALES CONSULTANT

September/2020 -

NISSAN CARS PRVT LTD

June/2021

Demonstrates and explains merchandise, selecting and suggesting options suitable for the customers needs.  
Responsible for greeting and serving customers as they enter their store and advising them on products or services available in-store.  
Leading end-to-end sales interaction with customers and managing sales internally within an organisation responsible for identifying potential customer's.

## EDUCATION

Bachelor Degree in B.com computers

2023

Osmania University

