



MOHD FAWAD

Sales and Marketing

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About Me

I am an MBA graduate with a strong foundation in both sales and accounting, driven by a passion for leveraging analytical skills and strategic thinking to drive business success. My academic background has equipped me with advanced knowledge in financial analysis, market research, and strategic sales management. I have practical experience in developing sales strategies, managing client relationships, and optimizing financial processes. I excel in fast-paced environments, am highly adaptable, and am committed to delivering results that exceed expectations. My goal is to apply my expertise to contribute to a dynamic team and drive growth and efficiency in a challenging sales or accounting role.

Skills

- Tally ERP 9
- Tally GST
- Microsoft Office Suite
- Customer Service
- Team Player

Languages

English
Hindi
Urdu

Experience

Sales and Accounts

2017 - 2018

Plaza Enterprises

Managed daily sales operations, including customer interactions, order processing, and inventory management.

Conducted financial transactions, processed invoices, and ensured timely billing and payment collection.

Coordinated with the accounting department to resolve discrepancies and ensure accurate financial records.

Sales Executive

2020 - 2021

R. K Traders Stores

Prospect and generate new business opportunities through various channels including cold calling, networking, and referrals.

Negotiate terms and close sales deals, ensuring favorable conditions for both the client and the company.

Achieve and exceed sales targets and performance metrics as set by the company.

Accounts and Billing

2022 - 2024

Surya Construction

Manage and oversee day-to-day accounting operations, including accounts payable, accounts receivable, general ledger, and bank reconciliations.

Supervise the billing process, ensuring timely and accurate invoicing of clients, and resolving any discrepancies or issues.

Supervise the billing process, ensuring timely and accurate invoicing of clients, and resolving any discrepancies or issues.

Education

Master of Business Administration

2018 - 2020

Dr. Abdul Kalam Technical University, India

Bachelor of Commerce

2014 - 2017

Chattrapati Shivaji Maharaj University, India

Diploma in Computerized Financial Accounting (DCFA)

2017 - 2018

Data Expert, India