



# SHAFEER M S

## SALES ASSOCIATE

### Personal Info

Phone +971-527559903

E-Mail: msshafeer05@yahoo.co.in

City: Dubai, United Arab Emirates

 <http://www.linkedin.com/in/shafeer-m-s-a1a10853/>

Visa Status: Residence  
(Transferable)

Nationality: Indian

### Educational Qualification

MBA in Finance

B com

### Computer Proficiencies

- AI PROMPTER
- MS Excel
- MS Word
- MS Outlook

### Languages

- English, Hindi, Malayalam, Arabic (professional)

### Software Skills

- Star POS System
- Tally Prime & ERP
- Oracle

### Traits & Skills

- Adaptability
- Leadership
- Quick Learner
- Integrity and Ethics
- Analytical Thinking
- Goal Oriented
- Optimistic

### Profile Summary

Results-driven Sales Professional with a proven track record of supporting sales operations and driving customer satisfaction. Experienced in managing customer relationships, processing credit applications, and assisting sales teams in daily activities. Proficient in invoicing, preparing aging reports, and following up on payments to ensure smooth financial operations. Skilled in collaborating with sales managers to implement organizational sales initiatives. Strong communication and interpersonal skills with the ability to build rapport with clients and ensure their needs are met, contributing to overall sales growth and customer loyalty.

### Experience

#### Sales Associate

2023 Dec to 2024 dec

##### New Home Supermarket, UAQ

1. Assisted customers with product selection and ensured excellent customer service.
2. Managed inventory, restocked shelves, and maintained accurate records.
3. Promoted products, leading to increased sales during promotional periods.
4. Handled customer inquiries and resolved complaints to ensure satisfaction

#### Sales Coordinator

2021 Sep to 2023 Sep

##### Raiz electrical LLC, Dubai (Division of Selex electricals LLC)

Dubai Investment Park 2, UAE.

1. Credit Application Processing with customer verification
2. All entry related Invoicing, Credit notes etc.
3. Maintain customer relations and satisfaction
4. Assist Sales team on all daily activities-up to 8 salesmen of two division
5. Assist sales manager on implementation of organization's sales initiative
6. Preparing Aging report twice in a week
7. Follow ups for Payments, by calling customer and area salesman

#### General Accountant

2015 April to 2021 Sep

##### Selex electricals LLC, Dubai

1. Check and Preparation Vat Related Report for Submit Vat Returns
2. Sales co-ordination- Invoicing, co-ordinate salesmen
3. Arrange Cash and Cheque Deposit in Bank, Keep its Slips.
4. Update the bank reconciliations on a daily basis.
5. Petty cash-Report cash and Bank Position to Assistant Manager and Payable Department.
6. Cheque and Cash Entries in System, Cheque Deposits, Bank Reconciliation.
7. Entering Purchase Entries in System
8. Arrange overseas sales activities, shipment arrange, Make Packing List.
9. Import Shipment Follow up, Arrange Shipment Document, Coordinate with Clearing Agent.
10. Keep Track of Shipment Arrival, Coordinate with ware house in charge.

#### Accountant Payable

2013 March to 2015 Jan

##### University of Jazeera LLC

1. Dealing with local purchase
2. Collect various quotation for profitability
3. Collect and check the purchased items properly
4. Arrange the invoice with proper attachments