



MOHAMMED SHAFEEK.T

SALES

CAREER SUMMARY

To seek a challenging assignment in organization that will utilize my Knowledge and experience. My aim is to contribute it the organization and to grow with it. Having an experience in the Fields of competition I can be sure of my Commitments towards the company which will endeavor for most achieving goals.

PERSONAL DETAILS

Mobile No	+971543957664
Email ID	shafeekt104@gmail.com
Address	Sharjah, UAE
Nationality	Indian
D.O.B	03 rd December 1993
Gender	Male
License	Valid UAE Driving License
Marital Status	Married
Visa status	Visiting Visa
Expiry Date	20 th September 2023

ACADEMIC CREDENTIALS

2015	B.COM Calicut University
2012	HIGHER SECONDARY Board of Higher Secondary Examination, Kerala
2010	SSLC Board of public Examination Kerala

CERTIFICATIONS

- DIFA (Diploma In Indian & Foreign Accounting)(2016-2017)

KEY SKILLS

- ❖ Communication
- ❖ Marketing
- ❖ Product knowledge
- ❖ Time management
- ❖ Leadership
- ❖ Sales management
- ❖ Customer service
- ❖ Team work
- ❖ Organization

EXPERIENCE

SALES EXECUTIVE&BILLING STAFF&ASSISTANT ACCOUNTANT | May 2019 – August 2022

SONAS WHOLESALE POINT LLC, SHARJAH

- Customer services.
- Taking sales order.
- Managing day to day transactions.
- Manage customer outstanding.
- Advising customers about delivery.
- Schedules & follow after delivery.
- Handling customer questions, inquiries & complains.
- Determining sales prices contract & payments.
- Recording orders and sending details to sales office.
- Track lost or mis-delivered orders.
- Achieve agreed upon sales targets and outcomes within schedule.
- Preparing financial documents such as invoices, bills, accounts statements and customers aging lists.
- Prepares payments by verifying documentation, and requesting disbursements.
- Audit financial transactions and documents.

ACCOUNTANT | OCT 2018-MAY 2019

POWER LINE RENT A CAR COMPANY, UAE

- Handling petty cash.
- Posting daily receipts.
- Manage customer outstanding.
- Reporting on debtors and credit
- Managing day to day transactions.
- Entering rental agreement in RTA.
- Prepared and analyzed financial statements, such as balance sheets, income statements, and cash flow statements, ensuring accuracy and compliance with accounting principles.
- Conducted regular reconciliations of bank statements, vendor accounts, and customer accounts to maintain accurate financial data.

ACCOUNTS CLERK | JAN 2017-MARCH 2018

SUIL KHADER & CO (BUSINESS CONSULTANCY & TAX)

- Supporting auditing team with vouchers & necessary documents.
- Handling business related correspondence including documents typing & filling.
- Accurately handled bank reconciliation statements monthly.
- Maintained accurate and up-to-date financial records, including accounts payable, accounts receivable, and general ledger entries.
- Reviewed and processed vendor invoices, ensuring accuracy and timeliness in payment processing.
- Prepared and issued invoices to clients, tracking and following up on outstanding payments.

LANGUAGES KNOWN

- ❖ English
- ❖ Malayalam
- ❖ Hindi

PASSPORT DETAILS

Passport No : N1191112
Date of Issue : 20/07/2015
Date of Expiry : 19/07/2025
Place of Issue : Cochin

COMPUTER PROFICIENCY

- MS Office
- Tally ERP-09 & PRIME
- Peachtree
- Quick book
- SAP
- Gravity
- Focus

DECLARATION

I hereby declare that the above particulars of facts and information stated are true, correct and complete to the best of my belief and knowledge.

MOHAMMED SHAFEEK.T