

CAREER ABRIDGEMENT

Worked in Dubai for two year experience as a sales administration officer and sales administrator coordinator.

To work in an environment that motivates excellence, passion for work and loyalty towards the organization that will strengthen my personal character, which will enable me to become more competitive in my chosen field of

KEY SKILLS

Problem solving

To plan systematically

Presentation and analytical skill

Time management

Willing to learn.

Can work independently and as team.

EMPLOYMENT CHRONICLE

ADMINISTATOR OFFICER (Sales)

DC FRAGRANCE TRADING LLC

2023- 2024

KEY RESPOSIBILITIES

- Receiving and processing purchase order.
- Issuing sales transaction invoice.
- Verifying orders, including customer personal information and payment details.
- Maintain and updating sales and customer records.
- Compiling monthly sales report.
- Expending orders through internal liaison.
- Assist in budgeting and forecasting processes to support financial planning and decision-making.
- Conduct month-end and year-end closing activities and prepare financial statements in accordance with UAE accounting standards.

ADMINISTATOR OFFICER (sales)

RIGHT CLICK COMPUTER TRADING LLC

2022-2023

KEY RESPOSIBILITIES

- Manage order delivery timelines.
- Perform basic customer service function, like answering question or responding to inquiries.
- Become expert on company products and offerings.
- Entered data for reports shipping and inventory.
- Assisted to verify invoice related to the department for both account



SHAMNA SAIFUDEEN

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ACCADAMIC CREDENTIALS

- DIPLOMA IN CIVIL
- POST GRADUATION DIPLOMA IN INTERIOR DESGIN

COMPUTER PROFICIENCY

MS office	★★★★★
AUTO CAD	★★★★★
REVIT	★★★★
MDS max	★★★★★
PRIME AVERA	★★★★

LANGUAGE KNOWN

English	██████████
Malayalam	██████████
Tamil	██████████
Hindi	████████

SALES SKILLS

- Customer service skills.
- Excellent verbal communication skills.
- Business management skills.
- General ledger management
- The ability to use your initiative.
- The ability to sell product and service,
- Persistence and determination.
- The ability to accepting criticism and work well under pressure.

PERSONAL DOSSIER

Gender : Female
DOB : 26.03.1993
Nationality : Indian
Marital Status : Married
Visa status : family visa

PASSPORT DETAILS

Passport No: M2922965
Date of Issue: 27/10/2014
Date of Expiry: 26/10/2024

PERSONAL STRENGTHS

COMMUNICATION

Interpersonal skill-verbal, problem solving and listening skill in any administrative role.

SERVICE

having a customer focused approach skill include patience, attentiveness, and a positive language.


ORGANIZATION


helping others, organizing a to-do list. Prioritizing tasks by the deadline for improving time management.

MANAGEMENT

management skill to direct others and review others performance.

INTERESTS

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 Reading