



MUHAMMED SHAMEER

My Contact

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📍 Sharjah, United Arab Emirates

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Hard Skill

- SAP Business One
- MI POS
- Advanced MS Office
- Tally ERP9
- QuickBooks

Soft Skill

- Team Work
- Decision making
- Communication
- Multi-tasking
- Time management
- Safety consciousness
- Adaptability
- Problem-Solving
- Inventory Management
- Warehousing and Distribution

Education Background

● Bharatiar University (2015-2018)

I am qualified to receive the Degree of Bachelor of Commerce (B.Com) having been certified by duly appointed examiners to be qualified to receive the same in commerce (computer Applications) and was placed in the Second Class.

● IPA KERALA (2018-2019)

I am qualified to receive the Certificate of Post Graduate Diploma in Enterprise Resource planning (PGDERP), Tally ERP9, Microsoft office and SAP B One.

About Me

I am a self-motivated individual seeking to build a career that gives scope and utilizes creativity, knowledge, and skill towards the growth of the organization, and I want to succeed in a stimulating and challenging environment that will provide me with advancement opportunities and the satisfaction thereof.

Professional Experience

★ ADNOC Distribution | Retail Operations devision

Al bedia, Sharjah, UAE

November 2022 – Present

The sales role primarily focuses on driving revenue growth by promoting and selling products or services to prospective customers. The sales team plays a vital role in building and maintaining strong customer relationships while meeting or exceeding sales targets.

★ ABC My Home Tiles and Sanitary LLP | Warehouse in Charge

Malappuram, Kerala, India

May 2019 – April 2022

The Warehouse Incharge is responsible for overseeing and managing the day-to-day operations of a warehouse facility. This includes receiving, storing, organizing, and distributing goods efficiently and effectively while ensuring compliance with safety and quality standards.

★ ABC Mercantile Group Put.Ltd | Billing Executive

Malappuram, Kerala, India

May 2019 – April 2022

The Billing Executive is responsible for managing the billing process and ensuring accurate and timely invoicing to customers. This role involves coordinating with various internal departments, maintaining billing records, resolving billing discrepancies, and providing exceptional customer service regarding billing inquiries.

Languages



English



Hindi



Arabic



Malayalam