

		 Gulfjobseeker.com <i>Helping you to search best jobs & talent since 2002!</i> APPLICATION FORM - NEW REGISTRATION NOVEMBER-2014		Profile Score 	
Recent Photograph		Date 10-11-2014	CV No 97002		
Profession / Specialty		Sales Executive (outdoor) / Accountant / Marketing Ex / Medical Representative			
Industry / Projects		Trading / Food stuffs / Building Materials			
Nationality	Indian	Place of Birth / City of Origin	Surathkal, Mangalore		
Gender	<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female	Marital Status	<input checked="" type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Separated		
Religion	Islam	Birth date (DD-MON-YEAR)	28-05-1988		
Languages	Mother Tongue Malayalam	Other Languages	English, Arabic, Hindi, Kannada		
Qualification	B.COM, DFA Professional				
Gulf Experience	3 Years 7 Months	Total Experience	6 Years 4 Months		
Gulf Driving License	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Do you have own car?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Visa Validity Date	D 25 M 11 Y 2014	Visa Status	<input checked="" type="checkbox"/> Visit <input type="checkbox"/> Employment <input type="checkbox"/> Student <input type="checkbox"/> Dependent		
Employment Status	<input checked="" type="checkbox"/> Employed back in Home Country <input type="checkbox"/> Employed in Gulf <input type="checkbox"/> Job Less-Unemployed				
Last Salary Drawn	4000	Last Salary Verified	<input type="checkbox"/> Offer Letter <input type="checkbox"/> Contract		
Expected Salary	4500 + MED.		<input type="checkbox"/> Salary Increment Letter <input type="checkbox"/> Pay Slip <input type="checkbox"/> Statement		
How much notice period you will need to join new position? <input checked="" type="checkbox"/> Can Join Immediate <input type="checkbox"/> 1 Week <input type="checkbox"/> 1 Month <input type="checkbox"/> _____					
Do you have any kind of health condition which can hamper you to perform your duties? <input checked="" type="checkbox"/> Fit to work <input type="checkbox"/> Yes _____					
Do you have any kind of outstanding loans / finance / credit card facilities to repay? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes _____					
Do you have any kind of civil or criminal cases pending against you in any courts? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes _____					
What is the reason for your Job Search?		Better Growth.			
How many jobs you have applied so far?		6		How many interview calls you have received so far? 4	
What is your talent? Describe in detail. Hard worker, Early learner, Good team player, Friendly with Customer					
PCL Certificate	Gulf Experience	1	High Academic Scores - Mark Sheet	1	Worked 2+ yrs with employer
Fitness Certificate	Gulf / Intl Driving License	1	Post Graduate & Above Education		Promoted in Previous Job
IT Literacy	Arabic Proficiency		On Job Training Certificates		Awards or Appreciation
			IELTS Proficiency		Experience Verified
Bonus Score	+ Gulf Score	2	+ Education Score	1	+ Experience Score
Based on documents verified by our HR Assistants the candidate has achieved total score points of					= Total Score 3



PROFESSIONAL OBJECTIVES

Seeking a challenging career position in the field of Sales, with organization offering long term opportunities for professional growth in recognition of dedication drive and superior performance.

EDUCATIONAL BACK GROUND

- ❖ **Bachelor of Commerce (B.COM)**
(Mangalore University, Karnataka, India)

ADDITIONAL QUALIFICATION

- ❖ **Diploma in Financial Accounting Professional (D.F.A)**
- ❖ **Diploma in Computer Applications (D.C.A)**

JOB KNOWLEDGE / EXPERTISE

EXPERIENCE IN UAE

(1) June 2009 to Jan 2012

FUJAIRAH, UAE

POSITION: ACCOUNTANT CUM MARKETING EXECUTIVE

- Keeping a track of all Post-dated Cheques.
- Maintaining Employee Time Tracker System and generating Management Reports (Project/employee wise).
- Payment follows up (debtors) on due date as well as overdue payments.
- Monitor Cash Flow and report to the Management on a daily basis.
- Updating Receipts & Payments on daily basis in tally system.
- Updating & maintaining of employees records & calculation of gratuity, leave salary/Airfare.
- Tracking attendance of all employees.
- Preparation of Monthly Salaries for Managers/Administration through **WPS**, after checking attendance/medical leave/annual leave/deductions (if any).
- Maintaining Assets Schedule & prepare depreciation report on monthly basis.
- Preparation of Bank Reconciliation every month.
- Petty Cash check & supervision control.
- Managing clients relationships.
- Involved in the online, web and email marketing campaigns.

(2) Jan 2012 Till Feb 2013 MAKBOOL & BROTHERS BUILDING CONT. CO. LLC.

FUJAIRAH, UAE

POSITION: ACCOUNTANT

- Monitor Cash Flow and report to the Management on a daily basis
- Preparation of Bank Reconciliation Statement and Reconciliation of Debtors & Creditors.
- Updating Receipts & Payments on daily basis in tally system.
- Keeping a track of all Post-dated Cheques.
- Payment follows up (debtors) on due date as well as overdue payments.
- Petty Cash check & supervision control.
- All general correspondence relating to Accounting Department.
- Responsible for Payments to Suppliers/issuance of cheques after obtaining proper authorizations/approvals.
- Updating & maintaining of employees records & calculation of gratuity, leave salary/Airfare.
- Tracking attendance of all employees.
- Preparation of Monthly Salaries for Managers/Administration through WPS, after checking attendance.
- Preparation of monthly Work in Progress and Employee Utilisation reports.

EXPERIENCE IN INDIA

(3) March 2013 Till Sept 2014 NESTLE INDIA LTD, (Sri Vinayaka Distributors) ,

Mangalore, India

POSITION: SALES EXECUTIVE

Key Responsibilities:

- Responsible for coordinating with the existing dealers of the company.
- Taking orders of the product from the dealer.
- Updating dealers about the change in product price and new product launch.
- Meeting the existing customers.
- Meeting the new target customers and converting them into customers.
- Solving the problem and queries of existing dealers and customers.
- Searching for new dealers.
- Giving all the details of the company to the upcoming dealers and explaining them policies for the dealership.
- Organizing events at the dealers place to attract more customers.
- Meeting dealers on daily basis and helping them in finding customers.
- Making daily call reports and sending them to the seniors.
- Attending meetings and monthly closing at district office.

(4) Oct 2008 till June 2009 NASH TRADING COMPANY , Mangalore, India

POSITION: SALES SUPERVISOR

Key Responsibilities:

- Building a prospective clients interest up about a product or service.
- Explaining to customers the exact way a product or service will be of benefit to them.
- Growing sales through existing clients.
- Greeting every customer with a confident 'hello' and a warm smile.
- Once a customer has made a purchase then suggesting other related products to them.
- Backing up all claims with statistics and facts.
- Negotiating prices and services with customers.
- Identifying the Unique Selling Point of the product or service that you are selling.
- Presenting solutions to key decision makers within targeted accounts.
- Asking customers what they know about your company's products or services and then addressing any misconceptions.
- Addressing customer objections as they arise.
- Collecting feedback from customers about the product they have bought.
- Visiting customers at their home or place of work.
- Writing effective business proposals.

(5) April 2008 till Oct 2008 FATHIMA TRADERS , Mangalore, India

POSITION: CASHIER CUM SALES ASSOCIATE

Key Responsibilities:

- Writing effective business proposals.
- Greet the customer,
- Anticipate their needs,
- Educate the customers about products,
- Giving knowledge about promotion to increase Sales & Seal the deal through Thank the customers.
- Preparing Daily Reconciliation statement End of the day.

COMPUTER PROFICIENCY

APPLICATION SOFTWARE : MS Word, MS Excel,
MS Outlook Express, MS Power Point,
Tally, Peachtree, Wings (with Manual Accounting System)

SELF APPRAISAL

Through the ethics of my career, I experienced working with diversified people and environments. I possess good communication and interpersonal skills & am well versed in dealing with customers. Am highly motivated and by nature possess a strong learning capability. A team player capable of interacting confidently and efficiently with people at all levels. Hardworking, friendly and possesses a pleasing nature.

OTHER STRENGTHS

PROFESSIONAL

- Become an ASSET to any organisation.

PERSONAL DETAILS

DATE OF BIRTH	: 28 th May , 1988
NATIONALITY	: Indian
LANGUAGE PROFICIENCY	: English, Arabic, Hindi, Urdu, Malayalam, Kannada
VISA STATUS	: Visit Visa
MARITAL STATUS	: Single
HOBBIES	: Sports & Music
DRIVING LICENSE	: Holder of Valid UAE Driving License.