***MOHAMMAD***

***MOHAMMAD.227860@2freemail.com***

To work in a stimulating and challenging work milieu that would facilitate the maximum utilization and application of my broad skills and expertise.

**Career Snapshot**

### Confident, persuasive and initiative player with an ability to communicate effectively across diverse cultures to achieve exceptional business goals.

**SKILLS SET**

* **Microsoft office tools**
* **Tally**
* **Quick books**
* **Client Relations**
* **Business Development**

**-Time management**

* **Team Management**
* **Credit Management**
* **Sales**
* **Accounting**
* Consistent record of fostering excellent business, working relationship and exerting positive influence at all levels to facilitate teamwork, business growth and organizational development.
* Highly focused, disciplined, keen learner, having a cheerful ‘can do’ attitude.
* Open-minded, flexible and adaptable personality with good leadership and problem-solving skills.
* Ability to use professional concepts and company objectives to resolve complex issues in creative and effective ways.
* High standard of performance and business ethics.
* Comfortable in a fast paced, performance oriented environment.

#### Academic Profile:

* MBA (Master of Business Administration) from Sikkim manipal university
* B.Com (Bachelor of Commerce) from MJP Rohilkhand University.
* Senior Secondary School in 2010 from Uttar Pradesh board, Uttar Pradesh

#### Technical Expertise:

Proficient in using Operating Systems like Windows 7, XP, & Vista Internet, CRM, MS Word, Excel, Power point

**Organizational Experience**

**AL MEHAIRI GROUP OF COMPANIES**

####  Designation: Senior Accountant

Duration: 14th July-2016 – 11th July 2017

Location: Dubai, United Arab Emirates

* Prepare and records asset, liability, revenue, and expenses entries by compiling and analyzing account information.
* Maintain and balances subsidiary accounts by verifying, allocating, posting, reconciling transactions; resolving discrepancies.
* Maintain general ledger by transferring subsidiary accounts; preparing a trial balance; reconciling entries.
* Summarize financial status by collecting information; preparing balance sheet, profit and loss, and other statements.
* Produce payroll by initiating computer processing; printing checks, verifying finished product. Complete external audit by analyzing and scheduling general ledger accounts; providing information for auditors.
* Avoid legal challenges by complying with legal requirements.
* Secure financial information by completing database backups.
* Protect organization's value by keeping information confidential.
* Update job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations.

# DUNIA FIANACE L.L.C

#### Designation: Relationship officer

 Duration: January-2016 – May-2016 Location: Dubai, United Arab Emirates

• Identify potential customers through databases, cold calling, follow up leads and telephone/personal contacts etc.
• To sell Personal finance products to the specified target customers/segments and meet monthly sales targets.
• To contact potential customers and convince them about the bank’s product offerings.
• To ensure that prospects are clearly communicated about the bank charges/terms and conditions.
• To ensure “Know Your Customer” requirements as prescribed by the bank are duly adhered to. All the legal and compliance guidelines provided by the bank are adhered to.
• Data confidentiality and secrecy norms of the bank are adhered to.
• To ensure that no customer application is misplaced and is kept in safe custody.
• To ensure that code of the conduct as per the bank bank’s policy are adhered to.
• Maintain complete and detailed knowledge of all assigned products.
• Maintain accurate and up to date activity records.
• Maximize sales referral opportunities by working with customer service colleagues.
• To ensure performance as per the performance management criteria.

# SALUTATION ENGINEERING WORKS CO. LTD

#### Designation: Procurement business analyst cum Accountant

Duration: March-2013 – October 2015 Location: Rampur, Uttar Pradesh

# CONVERGYS BPO LTD. (Call centre-United Kingdom)

####  Designation: Sales executive

####  Duration: April-2012 – February- 2013

####  Location: Gurgaon, Haryana (Delhi-NCR)

#### Personal Profile:

Nationality : Indian

Gender : Male

Marital Status : Single

Languages Known: English, Hindi and Urdu Native Place : Rampur, Uttar Pradesh - India

#### Declaration:

I hereby declare that the information furnished above is correct to the best of my knowledge.