**Syed**

**Syed.262292@2freemail.com**

**CAREER OBJECTIVE**

I would like to work in a good & challenging environment where not only my knowledge, experience & abilities can be best utilized but which also offers a strong foundation for learning & expose me to new challenges.

**SNAPSHOT**

* A qualified professional with over 4**+ years of experience including 2+ years in UAE.**
* Exceptional competence in establishing and achieving **personal and business goals.**
* A quick learner.
* Self starter with positive attitude, willingness to learn new concepts and acceptance.

**PRESENT EXPERIENCE**

 **Organization:** **CANON** (National store L.L.C) UAE

 **Designation :** Product Specialist

 **Duration :** From June 2013 Till date.

**JOB PROFILE :**

* Getting well conversant with product & brand Knowledge related to the products
* Provide sales support by preparing weekly and monthly sales report.
* Responsible for every phase of day-to-day floor operations
* Handling customer related problems and solve them by giving better required service.
* Maintain the display area for attracting the customers towards the representing brand.
* Helping customers to know the complete product range and varieties with best deals available.
* Ensure all products are price tagged and bar coded before display;
* Responsible for receipt, storage of goods and material in warehouse
* Keeping proper inventory records, as well as keeping invoice records
* Develop, implement and maintain operational standards to a level of excellence throughout the store, in line of company policies and procedures.
* Meeting set sales targets;
* Ensuring maximum billing and collection.

**Skills/Qualifications:** Customer Focus, Tracking Budget Expenses, Pricing, Vendor Relationships, Market Knowledge, Results Driven, Strategic Planning, Verbal Communication.

**PAST EXPERIENCE**

**Organization :** **Genpact India Pvt. Ltd.**

 **Designation :** Financial Management Analyzer

 **Duration :** July 2011 – June 2013.

**JOB PROFILE:**

* Comparing the Accounting records with the Company records.
* Identifying the errors in the accounting records.
* Identifying the unauthorized transactions.
* Uncovering Irregularities such as unauthorized bank withdrawals.
* Monitoring the cash flow.
* Check with the customers either the transaction is valid or not, has been done by them or not.
* If the transaction is unauthorized, doing chargeback from the merchants.

 **ACADEMIA**



|  |  |  |
| --- | --- | --- |
| Education | University | Passing year |
| M.COM | MJP Rohilkhand University | 2011 |
| B.COM  | MJP Rohilkhand University | 2009 |
| 10+2[Commerce][C.B.S.E]  | St. Paul's Senior Secondary school,Rampur | 2006 |
| 10th[C.B.S.E]  | St. Paul's Senior Secondary school,Rampur | 2004 |

**IT FORTE**



|  |  |  |
| --- | --- | --- |
| Professional Courses | Institute | Passing year |
| Tally ERP | RCFA | 2011 |
| Financial Management | Young Men Christianaire Association | 2010 |
| DOEACC O level | Shamsi Institute of Management and Technology | 2007 |

**Knowledge**

 ● Delivery Order

 ● Service Entry Sheet

 ● Purchase Requisition

 ● SAP(MM) End User Activity

**PERSONAL DOSSIER**



|  |  |
| --- | --- |
| Date of Birth |  02 January 1988  |
|  |  |
|  |  |
| Personal Strength | Eager to take up the challenges in a constructive manner, Ambitious, innovator and work with team spirit |
| Marital Status | Unmarried |
| Nationality | Indian |

Declaration:

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