

**Iqbal**

**Email:** [iqbal.270628@2freemail.com](mailto:iqbal.270628@2freemail.com)

***In pursuit of challenging assignments that would facilitate the maximum utilization and application of my broad skills and expertise in making a positive difference to the organization***

**SYNOPSIS**

Young, energetic and result oriented **BBM DEGREE** offering **3 year** of experience with diverse roles in Management arena; Persuasive communicator with exceptional relationship management, financial analyzing with accounting skills and good customer serving with the ability to relate to people at any level of business and management; highly ethical, trustworthy and discreet;

* Adroit in learning new technologies; Ability to work both in independent and collaborative milieu
* Proactive approach in initializing and accomplishing the tasks
* Adept at working in high-pressure environments with strict deadlines and multiple deliverables
* Sound communication skills through patient and persistent dialogue; Disciplined, versatile and big picture thinker

**AREAS OF EXPERTISE**

* Administration
* Financial Management
* Planning and accounting
* Foreign currency management
* Mutual funds
* Target Achievement
* Project Maintenance

Costing and payroll and bank dealing

**PROFESSIONAL EXPERIENCE**

**AMYAL GENERAL TRADING Co. LLC, UAE.**

**AUTO SPARE PARTS**

**Sales Executive and Marketing**

**Deira, Dubai Sep 2013 to October 2015.**

* Maintaining sales relationship with customers
* Maintaining tire and battery stock
* Making order to factory (tire and battery)
* Arranging tire and battery from outside market ( if we don’t have stock)
* Finalizing sales statements
* Setting off all bills and cheques
* Contacting customers by phone and emails
* Handling local market.
* Preparing clearing documents and handling logistic.
* Involved in problem solving
* Received and recorded invoices and arranged payments.
* Prepare and send invoices to debtors
* Prepare invoice with tally ERP9
* Maintained Sales, Purchase & Stock Registers.
* Established and maintained close relationship with export customers and local customers.
* Ensured that there are effective internal controls.
* Handled billing & delivery of commodity against purchase orders.

**MPHASIS AN HP COMPANY Mangalore**

**Customer Service Officer**

**Mangalore India, April 2012 to March 2013**

Responsibilities:

* Providing advice, information and assistance to callers.
* Attempting to resolve all enquires on first contact with the caller.
* Making sure that all telephone calls are answered promptly.
* Dealing with a customer’s queries, requests, orders or complaints.
* Following up customers by calling them back.
* Research required information for callers using available resources.
* Essentially receiving up to 256 incoming calls from customers daily.
* Involved in processing orders, forms and applications.
* Accurately recording details of calls and issues on logging software.
* Having a professional and courteous manner at all times.
* Identifying and escalating priority issues or customer complaints.
* Sending emails to clients answering their enquiries.
* Taking ownership on all calls and queries answered.
* Arranging appointments for engineers to attend premises & make repairs.

**NATIONAL TRADING COMPANY, Mangalore**

**Accounts (Assistant)**

**Key Deliverables:**

* Maintaining accounting relations with overseas clients
* Finalizing accounting statements (assistance)
* Setting off all bills and cheques
* Accountable for finalizing the project
* Involved in Planning, Estimation of projects, Sale Service Etc
* Responsible for supervising the projects
* Involved in problem solving
* Received and recorded invoices and arranged payments.
* Prepare and send invoices to debtors
* Calculate and distribute wages and salaries.
* Prepare regular reports and summaries of accounting activities.
* Supervise & coordinate in petty cash activities for the company.
* Prepare daily cash summary.
* Entering the petty cash related business data into accounting system used by the organization
* Prepare financial statements and debtors’ listings / Check customers’ credit ratings
* Verify recorded transactions and report irregularities to Senior Accountant.
* Maintained Daybook, Sales, Purchase & Stock Registers; posted ledgers.
* Assisted in generating income statements, balance sheets, general ledger, checks and reports.
* Credit control and collection of accounts payables and receivables.
* Reconciliation of bank statements.
* Established and maintained close relationship with bank authorities and auditors, ensuring compliance with all regulatory bodies.
* Ensured that there are effective internal controls.
* Handled billing & delivery of commodity against purchase orders.

**Key Achievements:**

* Received performance appraisal for the dedicated service
* Received good customer feedback to the service provided

**ACADEMIA**

* **DIEB (Diploma in Electronic Business from Manipal Institution, Mangalore**
* **BBM (Bachelor of Business Management) from Badria First Grade College, Mangalore**
* **XII from Bokkapattana Govt College, Mangalore**
* **X from St. Philomena High school, Puttur**

**TECHNICAL PROFICIENCY**

* **Operating Systems:** Microsoft Windows Versions
* **Others:** Fast Accounting system, Tally ERP, Peach Tree, DacEasy, Ms office, EXCEL ADVANCED

**SEMINARS**

* Presented Seminars in the following areas
* Lean Accounting
* International business tactics
* Securities exchange board of India
* Grooming up a company
* Ethics in international trade
* Many more topics

**EXTRAMURAL ACTIVITIES**

* Student representative in BBM.
* Actively participated in all Inter College level paper presentations
* Actively participated in all Inter School/College level management fests and won prize

**PERSONAL MINUTIAE**

**Date of Birth** : 30th September 1989

**Nationality :** India

**Marital Status :** Single

**Linguistic Proficiency:** English, Hindi, Malayalam, Kannada and some other south Indian languages,(ARABIC read and write )

**UAE Driving License:** Processing

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