**MOHAMMED**

**Objective:**

Persuasive Accountant at developing a diverse and large client base. Constantly looking for

new ways to promote products and build professional network ties.Talented and effective at building

loyalty and long-term relationships with customers while exceeding sales targets. Persuasive sales

professional offering extensive hands-on experience prospecting for new clients in new markets. Looking for job opportunities in sales, marketing or customer service oriented fields.

**Work Experience:**

**Work**

 **1. Sales and Marketing Executive , at iChanical Software Solutions [March 2012 - April 2015]**

**My Roles:**

• Always over achieved sales target in the most stressful conditions.

 • Identified business opportunities and target markets.

 • Made initial customer contact through visits/calls and Identified each potential customer’s needs.

 • Formulated business proposals according to customers’ business needs and negotiated prices and

 variations in prices and specifications.

 • Recorded sales information and maintained customers’ records and made rapid calculations of costs in

 order to provide temporary quotations when required.

 • Prepared sales reports by analyzing and summarizing information and reviewed self sales performance

 with a view to improve it.

 • Created effective messaging using language, graphics and marketing collateral.

 • Collaborated with designers and the editorial team on marketing materials.

 • Managed project deadlines and monitored milestones through completion stage.

 • Conducted market research, for example using customer questionnaires and focus groups.

 • Communicating with target audiences and managing customer relationships.

 • Sourcing advertising opportunities and placing adverts in the press or on the radio.

 2. **Accountant** , **at M/S Stork play tourism pvt litd , India [October 2015 - March 2016]**

**My Roles:**

 • Analyze monthly report of different companies and report to the management Guide and train to junior accountants for posting and preparing accounts.

 • Coordinate with statutory/government bodies for tax related purpose.

 • Report on periodical variances to the firms.

 • Assisting in Preparation of cash flow statement.

 • Analyze quarterly, half yearly and annually company accounts and reports.

 • Preparation of year ending schedule for Audit.

 • Filing and safe keeping records and documents.

 • Checking invoices and receipts and bank statements.

 • Preparing trail balance, P & L account and balance sheet.

 • Checking of year-end inventory.

**Education:**

 ***BBM (Bachelor of Busisness Management ), 2012-2015***

 *St Aloysius College, Mangalore India , Grade: High Second Class*

***Pre University Certificate (P.U.C),2010-2012***

 *Milagres College , Mangalore India , Grade 72%*

**Computer Skills:**

**Office Tools:**

* MS Office ,MS Excel, Power Point
* Tally ERP 9
* System Application Products for Data Base ( SAP )

**Extra Curricular Activities:**

**School Prefect Council**

Was the head of AJI Senior Secondary during 2008 -

2009 and went on to become Head of prefect

council next year.

**Training and Certification:**

**Certificate of Excellence**

St. Aloysius College, Mangalore, March 2013

Certificate for undergoing training programme

in Visual Merchandising and New Product

Development.

**Certificate of Leadership**

St. Aloysius College, Mangalore, March 2014

Certificate of Leadership for serving the Student

Council as Secretary of Quiz Association

**Key Competencies :**

* Customer Satisfaction
* Business Development
* Self-directed Learning
* Account Management
* High Level Of Accuracy
* Social Media Marketing
* Presentation

**Personal Information:**

Nationality : Indian

Date of Birth : 22nd May 1994

Religion : Muslim

Languages Known : English, Hindi, Kannada, and Malayalam .

Nationality : Indian

Marital Status : Single

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