

**MUHAMMED**

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**Administration / Accounting**

**Profile Summary**

A reliable, dynamic and straightforward Admin/accounting professional who is committed to providing a quality, bespoke service that is second to none. Well experienced in understanding the needs and requirements of people and has a track record of working to exceed these wherever possible. I am always positive and proactive in finding solutions to problems. My strengths include the desire to help customers and her ability to drive customer loyalty and retention.

**KEY SKILLS AND COMPETENCIES**

**Administration / Accountant**

* Coordinate office activities and operations to secure efficiency and compliance to company policies
* Supervise administrative staff and divide responsibilities to ensure performance
* Manage agendas/travel arrangements/appointments etc. for the upper management
* Manage phone calls and correspondence (e-mail, letters, packages etc.)
* Support budgeting and bookkeeping procedures
* Create and update records and databases with personnel, financial and other data
* Track stocks of office supplies and place orders when necessary
* Submit timely reports and prepare presentations/proposals as assigned
* Assist colleagues whenever necessary
* Above average ability to achieve goals.

**Personal**

* Possessing a clear voice and a commanding tone.
* Able to get along with and form close working relationships with people from the all parts of the world
* Numerate and computer literate.
* Willing to seek guidance and advice when necessary.
* Always championing equality and diversity.

**Experience**

**Administration/ Accounting**

at***PM Foundation***,

Cochin, India. (March 2016– December 2016).

**Responsibilities**

* Drafting professional mails.
* Responding quickly to situations.
* Taking inbound calls from clients.
* Managing, manipulating and inputting data to spread sheets.
* Carrying out a variety of administrative tasks.
* Complying with the Data Protection at all times.
* Dealing with the accounts.

**Sales Executive**

**at*Sara Group of companies***

Cochin, India. (March 2016– December 2016).

**Responsibilities**

* Maintain and develop good relationship with customers through personal contact or meetings or via telephone etc.
* Must act as a bridge between the company and its current market and future markets.
* Display efficiency in gathering market and customer info to enable negotiations regarding variations in prices, delivery and customer specifications to their managers.
* Help management in forthcoming products and discuss on special promotions.
* Review their own performance and aim at exceeding their targets.
* Record sales and order [information](http://www.jobawareness.com/chief-information-officer.asp) and report the same to the sales department.
* Provide accurate feedback on future buying trends to their respective employers.

**Education**

* **B.com Computer Application**:

(Mahatma Gandhi University, India)

* Commerce from the Board of Higher Secondary Education Kerala.(March-2013)

**Computer knowledge**

* Tally Certified
* Office Applications.

**Languages known**

English, Malayalam,Hindi and Tamil

**Personal Profile**

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Date of Birth : 28th may, 1994.

Nationality : Indian

Marital Status : single

References: Available on request