**Muhammad**

[**Muhammad.336344@2freemail.com**](mailto:Muhammad.336344@2freemail.com)



**Career Objective**

**Dynamic marketing professional (MBA graduate from UK)** with skills and experience in finance, marketing and business administration, seeking suitable opportunity in growth oriented organisations in middle east.

**Educational Background**

* **Master of Business Administration (MBA)** with finance and marketing specialization from **Chester University (England)** in year 2015.
* **B. Com graduate** from Kannur University (India) in year 2013
* HSSC from Board Of Higher Secondary Examination in 2009 (India)

**Professional Experience**

**Accounts Trainee at K.K.ASSOCIATES** Oct 2015- Oct 2016

* Working with sales and purchase ledgers and journals
* Managing Petty cash Transactions
* Responsible for preparation of cash, bank, journal, purchase, contra, and sales
* Reporting to head office for submission of monthly accounts and documents.
* Accounts to be maintained in books of tally.
* Preparation of budget, variance analysis, cost sheet various MIS Reports
* Perform sales invoicing to clients with information from operations department

**Assistant manager at Pride of Liverpool (Liverpool, England)** Nov 2014 - Aug 2015

* Responsible for handling customer complaints, issues and questions. The company organization, customer feedback, staff satisfaction and retention changed dramatically during this period.
* Help, drive, motivate, and encourage retail sales staffs to achieve sales targets
* Managed to do work very closely with the employees in the business.
* Evaluate self-on-the-job performance, as well as other staff
* Responsible to Identify market trends that appeal to customers
* Ensure products are clean and ready to be displayed
* Maintain inventory and ensure items are in stock
* Respected the rules and regulation for the organization, Approving time records and requests for time off assign duties and evaluate the performance.

**Supervisor (Part Time) (Chicken Bazooka Liverpool)** 2014

* Responsible to take orders, set, serve and deal with the exchange of bills and money.
* Responsible to handle customer complaints, issues and questions.

**Sales Executive** (Part Time) Safari furniture & Home appliances. 2009-2014

* Responsible to Identify market trends that appeal to customers
* Work on store displays
* Responsible to Ensure products are clean and ready to be displayed
* Approve contracts with store vendors
* Maintain inventory and ensure items are in stock

**Academic Project**

* A study of family business expansion in Kerala.
* Attracting and Retaining Non-family Employees.

Through this project I have learned different kinds of family business. Many of the family businesses in India are opting for non-family employee for their family business based on their qualification and professional aptitude without finding out whether they will be able to fit the culture of the firm

**Skill Sets**

* Strong communication, interpersonal and analytical skills
* Team player with an ability to grasp new things quickly and strong analytical, problem solving, organizational ability
* Written and communication skills
* Ability to deal with people diplomatically
* Excellent written and oral communication skills developed through personal interest in literature, academic study and work experiences

**Technical Skills**

* Tally ERP & Accounting Solution
* Microsoft Office Suite 2007/2010/2013
* Well versed with internet and finding solution from web

**Activities and Interests**

* Participated in various team sports and educational activities from childhood including Coordinated social awareness programs
* Collage Cricket team captain
* Research on Marketing Strategies for Organizational Improvement

**Personal Details**

Date of Birth : 03/02/1992

Languages Known: English, Malayalam, and Hindi

Nationality : Indian

Visa status : UAE Visit Visa