Kishangoud

Kishangoud.339739@2freemail.com

**OBJECTIVE:**

Seeking a position in your organization to utilize my skills and abilities that offers professional growth while being resourceful, innovative and flexible in a challenging environment and constantly improving on the self.

**PERSONAL STRENGTH**:

* I am very results and oriented person who can work effectively without supervision and under pressure.
* Can work efficiently & effectively
* Flexibility & Adaptability
* A competent leader & a good team player

**EDUCATIONAL QUALIFICATION**:

* Completed degree - Jagruthi degree collage,Hyderabad(A.P),India
* Passed SSC –kanakasomeshwara High School, Metpally,Andrapradesh , India

**EXPERIENCE IN UAE**:

* Worked as an PRO &Admin Assistant at JMM GROUP OF COMPANIES -Dubai (June 2010 to Feb 2016.)

Trade License Renewals

Labour approvals and Ministry of labour related works.

Processing of Visa applications

Immigration for work permit related issues

Managing the day-to-day operations of the office.

Organizing and maintaining files and records. File papers and documents.

Prepare financial reports, petty cash and monthly accruals.
Collecting Cheques and Documents

* Worked as an Sales Executive at Hyderabad Elect Device Trading LLC &

 Hyper Tech Cont -Sharjah (Oct 2007 to June 2010.)

 Responsible for assigned sales targets (monthly, quarterly and annually).

 Maintaining relationship with target customers.

 Promoting the Brands & Encouraging the Sales through various Promotional Activities Purchasing and maintaining stocks, Data Entry, Updating accounts, Compiling MIS reports, Networking with different stake Holders and organization.

Proper execution of order and dispatch it on time.

Follow up for payment.

Develop new sample for client.

Maintain good relation with client.

**COMPUTER KNOWLEDGE**:

 Excel, Word, Ms-Office.

**PERSONAL DETAILS:**

D.O.B : 18 June, 1981

GENDER : Male

NATIONALITY : Indian

MARITIAL STATUS : Married

LANGUAGES KNOWN : English, Hindi, and Telugu

 Hereby certify that the above information is true and correct to the best of my knowledge .