**R E S U M E**

ANWAR

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**C/o- : +971505891826**

**Objective** : Strive immensely to meet the objectives of the Organization

move well into the field of Sales and Marketingwhere my acquired skills and education will be utilized towards High End productivity, with continued growth and advancement.

#### Personal Information

## **Date of Birth** : 16thNov 1983

## **Nationality** : Indian

**Martial Status** : Single

#### Languages Known : English, Hindi , Marathi, Urdu & Arabic

**Hobbies** :Playing Cricket & Listening songs.

Educational Qualification

**Name of the Examination** : Bachelor Of Science (B.S.C)

**Name of the University / Board** : Maulana Azad National Urdu University,

 Hyderabad (A.P), India

**Year of Passing** : November , 2012

#### P.C Abilities

**Operating Systems** : Win98 & 2000, Windows 2003 Server and

Professional, Windows XP

**Word Processing**  : Ms. Word

**Spread Sheets**  : Ms. Excel

**Business Graphics**  : Ms. Power Point

**Type writing in English** : 30 – 35 W.P.M.

**Hardware**  : Solution All Computer Hardware Problems.

# **Experience**

**Albustan united LLC (oman)**

## **Worked as :**  Sales & Accountant

**Period :** Dec, 2012 to May, 2014

**Responsibility :** Responsible for marketing and sales of Building material

products, like White Woods, Commercial & Shuttering Plywood’s, Hardwood, Melamine MDF, Manhole Covers, Polythene Sheets, FlexcelSheets, Binding Wires, etc. And also good knowledge of Reinforcing Steels. Providing Sales contribution report to Sales Manager and coordination with inventory department for on time supplies.

Preparing quotations, monitoring of day-to-day business and provide the necessary feedback to Sales Manager.Close coordination with inventory department to maintain stock availability. And maintaining the daily records of Sale Order, Delivery Orders and Payments Receipts.

## **Strengths**

## Good Communication skills

* Can Manage in team work
* Getting update with changing environment
* Highly motivated, Committed & have Professional Attitude