Noufal

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**Objective**

Aim to be an associate with a progressive organization that gives me scope

to update my knowledge and skills in accordance with the latest trends and be part of a team that dynamically works towards growth of organization and gains satisfaction thereof.

**Experience** **Sales Manager**

Modern Wood Works Ooty, The-Nilgiris, Tamil Nadu, India

September 2015-January 2017

**Work Profile**

Provide excellent customer service to internal and external customers.

Maintain a good relationship with timber distributors.

Responsible for the risk of loss from customer’s nonpayment amount.

Increase sales volume through negotiation of special events. Develop a team of sales associates to continually meet and exceed sales and Customer service objectives.

Accountable for daily bank deposits and cash flow. Help owner with purchasing decision.

**Accountant**

Mercantile Exchange Nepal Pvt, Ltd Kathmandu, Nepal

November 2013-March 2015

**Work Profile**

MTM resetting for valuing position and determining profit and loss. Transfer fund to company particular bank accounts.

Transfer withdrawal fund to client bank account.

Prepare Daily, weekly and monthly reports giving status details of every transaction.

Upload bills, receipts, cheque in net ledger for every transactions. Deposit fund in company bank account for salary payments. Give detailed report to management.

**Part-Time Cashier cum salesman**

Western Bakery Gudalur, The-Nilgiris Tamil Nadu, India

April 2010-July 2013

**Work Profile**

Sell retail products and goods to customers. Receive payments from customers.

Check stock and order products and pay company bills. Calculate total payments received during a time period and reconcile with total sales.

**Technical**

**Skill**

**Education**

**Languages**

**Windows** (XP, Windows 7, 8 and etc.….)

**Microsoft Word**

**Microsoft Excel**

**Microsoft PowerPoint**

**Tally**

**Adobe Photoshop**

|  |  |  |  |
| --- | --- | --- | --- |
| **Course** | **University/School** | **Year of passing** | **Mark %** |
|  |  |  |  |
| MBA in Marketing | Bharathiar University | In Progress |  |
| Management |  |  |  |
|  |  |  |  |
| B.COM (Computer | Bharathiar University | 2013 | 64 |
| Application) |  |  |  |
|  |  |  |  |
| HSSLC | Holy Cross Convent | 2010 | 79 |
|  |  |  |  |
| SSLC | Ideal Academy | 2008 | 61 |
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| --- | --- | --- | --- | --- | --- |
|  | **Languages** | | **read** | **Write** | **Speak** |
|  |  |  |  |  |  |
|  | English |  | Excellent | Excellent | Good |
|  |  |  |  |  |  |
|  | Arabic |  | Good | Good | Fair |
|  |  |  |  |  |  |
|  | Hindi |  | Fair | Fair | Fair |
|  |  |  |  |  |  |
|  | Malayalam |  | Excellent | Fair | Excellent |
|  |  |  |  |  |  |
|  | Tamil |  | Excellent | Excellent | Excellent |
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