Marfeel

[Marfeel.359991@2freemail.com](mailto:Marfeel.359991@2freemail.com)

**Profile**

* Dynamic professional with over three years of experience in Administration, Accounts and Sales.
* Highly organized, efficient and energetic, able to create office system that improves workflow and enhance the overall environment.
  + An impressive communicator with honed interpersonal, team building, negotiation, Presentation, convincing and analytical skills.



**WORK EXPERIENCE**

Company: Techorbit Trading (L.L.C)

Position: Sales Executive

Address: Deira, Dubai U.A.E.

Date: January 2016 – Still Working

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Company: ARIIZ International General Trading (L.L.C)

Position: Administrator, Accountant and Sales

Address: Deira, Dubai U.A.E.

Date: December 2013 – December 2015

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Under: SreesanKartha. (Income Tax & Service Tax Return Preparer)

Position: Accounts Assistant

Address: Kerala, India

Date: April 2012 - May 2013

**DUTIES and RESPONSIBILITIES**

**Sales Executive**:

* 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.
* 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 and report the same to the sales department.

**Accountant**:

* Reconcile, review and approve accounting records and transactions
* Verifying calculations working with the accounts system.
* Make corrections to transactions and databases
* Calculate revenue, expenditure and budget transactions
* Analyze accounting records for accuracy and completeness; research and solve basic accounting problems;
* Prepare periodic and special financial reports
* May provide financial management information
* Recommend changes, improvements in office operations and process automation

**Administrator**:

* Work within a busy office environment, and support office teams in order to ensure the smooth running of day-to-day activities
* Communicate clearly with work colleagues using emails etc.
* Handle petty cash, floats and expenses
* Carrying out large volumes of filing while retaining a good level of accuracy and efficiency.
* Maintaining an effective administration system.
* Coordinating office procedures.
* Ordering and maintaining office stationery and equipment.
* Typing up correspondence including letters, faxes, minutes and memos.
* Sorting and distributing incoming post.
* Processing staff payrolls, keeping account of finances and updating staff files.
* Receiving and redirecting telephone calls.
* Raising and progressing purchase orders.
* Booking travel and accommodation for senior managers
* .Updating office manuals and brochures.
* Managing electronic and printed files.



**Education**

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| Bachelor degree in Commerce (B. Com.) | 2012 |
| Diploma in Foreign Accounting | 2012 |
| Diploma in Fire & Safety Engineering | 2009 |



**Achievements**

* Introduced work processes that increased work productivity and received appreciation on the same.
* Managed the accounts and cut down the overall transportation cost of the company.

**Computer Skills**

* Diploma in Computer Application.
* Excellent knowledge in Office Packages (Word, Excel and PowerPoint).
* Accounting package, TALLY ERP 9 and Peach tree.



**Personal**

**Nationality** Indian

**DOB** 10-July-1990

**Marital Status** Single

**Driving License** India & United Arab Emirates

**Language** English, Hindi, Malayalam.

