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**AHAMMED**

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**OBJECTIVE**

Seeking a position as **Accountant/Sales** in a reputed organization where my past experience shall have valuable application, to accomplish and carry out the responsibilities in best possible manner

**PROFILE SUMMARY:**

* Having +5 years of experience in Retail outlets in India.
* Professionally Qualified with Bachelor of Commerce (B.COM) under Kannur University.
* Having a Advanced Diploma in Professional Accounting-(ADPA)
* Excellent interpersonal skills, confident and poised in interaction with individuals at all levels readily developing rapport with customers and colleagues.
* Dedicated individual, achieving a reputation for consistently going beyond what is required.
* Can work under pressure and meet deadlines.
* Self-motivated and ambitious with strong desire to succeed.
* Physically fit to work as part of a sales team.
* Having a good knowledge of inventory techniques.
* Have a good Supervision Data Entry Management and Dependability Skills.
* Have excellent working skills in MS Office Applications & have hardware & trouble shooting skills.
* Possess excellent administration & customer service skills.

**PROFESSIONAL EXPERIENCE**

**Worked as Sales Man in Shoe Junction Uppala**

**(Period – 2010 June to 2013 November**)

### Job Profile as Sales Executive in J&B Farm Inc in India

### (Period – 2013 December to 2014 November

### Job Responsibilities:

* Manage inventory level & Cashiering
* Check inventory to ensure product is in stock.
* Bag and package purchases.
* Advises customers by providing information on products.
* Resolves customer complaints by investigating problems; developing solutions; preparing reports; making recommendations to management.
* Listening to customer requirements and presenting appropriately to make a sale.
* Maintaining & developing relationships with existing customers via telephone calls & emails.
* Organized all the stock level position and maintain all requirements needed.
* Coordinate to superior what is the suggestion of the customer
* Evaluate complaints received from customer take appropriate action against it.
* Maintains inventory by conducting monthly physical counts, reconciling variances and inputting data.

### One Year Experience as a Junior Accountant in J&B Farm Inc in India.

### (Period – 2014 December to 2016 January)

**Job Responsibilities:**

* Preparation of Vouchers, maintaining Cash Book, Bank Book and Ledgers and all day-to-day accounts related jobs.
* Reconciliation of Stock Register with inventory.
* Debtors & Creditors payment follow up and monthly reconciliation of all accounts.
* Assisting in Preparation of Profit & Loss A/C and Balance Sheet quarterly,

Half yearly & annually.

**Presently Working as a Sales Man in Al-Thubaiki Garments & Footwear in Riyadh, KSA since April2016**

**Job Responsibilities**

* **Displaying items**
* **Serving customers**
* **Dealing with any queries or complaints**
* **Advising customers on their purchases**
* **Ordering, managing and taking out stock**
* **Helping with promotions**
* **Managing and motivating staff (in a senior role)**
* **Making sure sales targets are met**

**EDUCATIONAL QUALIFICATION:**

* **B .COM (Bachelor Of Commerce)**
* **H. S. C ( Commerce )**
* **S.S.L.C**

**COMPUTER PROFICIENCY/SKILL SET:**

* **Tally ERP, Peachtree, Quick Books, Tradeasy.**
* **MS Office package (Word, Excel, Power Point & Access)**
* **Good knowledge of Internet & Mailing Access.**
* **Business Logistics**

**SKILLS & STRENGTHS:**

* Good Human Relations.
* Quick leaner, systematic and very determined
* Best in working as a Team.
* Good Communication Skills, Enthusiastic and Inquisitive.
* Highly organized and dedicated.
* Quick learner and adaptive.

**PERSONAL DETAILS:**

* Date of Birth : 12th March 1991
* Religion : Muslim
* Sex : Male
* Nationality : Indian
* Marital Status : Single
* Languages Known : English, Arabic, Hindi, Malayalam, Urdu & Kannada

**DECLARATION**

I hereby declare that the above given information are true to the best of my knowledge and belief and can be supported by certificates in originals in case of any requirement