**IJAZ**

[**IJAZ.371292@2freemail.com**](mailto:IJAZ.371292@2freemail.com)

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**OBJECTIVE**

To work in an environment which offers a good opportunity to share my knowledge and skills with others and participate myself and work towards for a complete satisfaction of the company.

**EDUCATIONAL QUALIFICATIONS**

* **Bachelor of Commerce (B.com) –Graduation**

Nehru Arts & Science College, 2015

* **Senior Secondary Education**

Chattanchal Higher Secondary School, 2012

* **Secondary School**

Durga Higher Secondary, 2010

**COMPUTER PROFICIENCY**

* Foreign Accounting
* Operating system – Windows XP
* Microsoft Word / PowerPoint /Excel

**PROFESSIONAL EXPERIENCE**

* **SWEET GARDEN GENERAL TRADING CO. (LLC), DUBAI**

**DESIGNATION : SALES**

**DURATION : MARCH 2017 – till date**

* Promoting products to significantly increase their sales.
* Ensuring each area of the store is stocked, rotated, clean, and looking its best.
* Checking and replenishing product display areas in line with company plans.
* Helping Customers with any queries they may have.
* Completing all paper work and administration tasks as required.
* **MARGIN FREE LTD**

**DESIGNATION : ACCOUNTANT AND OFFICE WORK**

**DURATION : SEPTEMBER 2015 TO SEPTEMBER 2016**

* Strong analytical & problem solving skill
* Perform clerical duties including filing and inventory
* Preparing reports & financial statements
* Collating, Checking & Analyzing Spreadsheet data
* Liaising with managerial staffs & presenting finding & recommendation
* **ROYAL SUNDARAM .LTD**

**DESIGNATION : CUSTOMER SERVICE EXECUTIVE**

**DURATION : FEB 2013 - AUG 2015**

* Customer handling and retention and selling Financial Products
* Prepare summary reports on all the requirements, ensuring that all clients are served on time without delay.
* Create innovative services in accordance with the customers.
* Perform other administrative functions deemed needed.
* Maintains client records and provide feedback on client enquiries

**PERSONAL DETAILS**

Date of Birth : 21/08/1994

Gender Status : Male

Marital Status : Single

Nationality : Indian

Languages : English, Hindi, Urdu and Malayalam

Driving License : Indian valid license

Place of issue : Kozhikode

Date of issue : 06/07/2011

Date of Expiry : 05/07/2021

**REFERENCE**

Available upon request.