## C:\Documents and Settings\marina\My Documents\Downloads\ABDULLA SCAN PHOTO.jpeg

# **ABDULLA**

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Visa Status: VISIT VISA

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| --- | --- |
| Objective | A Career oriented Professional Position with a positive contribution to the Organization. |
| Academic Qualification **Mumbai, India** | * H.S.C from Jr. New Model College * S.S.C from Chembur Karnataka High School. |
| **Experience** Company  Designation  Duration  **Responsibilities** | **Dubai, UAE**  **Jacky’s Electronics (Dubai) Sales Executive**  June 2000 to March 2007   * was responsible for handling the queries of the customers. I was also looking after the sales of the electronic product. * My profile also includes staff training. * I was also responsible for maintaining stock & goods received from the client. * I was also responsible to keep updating the staff regarding update of new schemes. * Handling back office work like keeping daily track record of all the staff.   **Sr.Sales Executive**   * Handling back office work like keeping daily track record of all the staff taking team reviews every week end. * Looking after the attendance as well the salary of the staff. * Looking after the delivery of the products. * Arranging for the technician for installation. |
| **Experience** Company  Designation  Duration  **Responsibilities** | **India.** **Croma Electronics.**  **Sr. Sales Executive**  June 2007 – March 2010   * was responsible for handling the queries of the customers. I was also looking after the sales of the electronic product. * My profile also includes staff training. * I was also responsible for maintaining stock & goods received from the client. * I was also responsible to keep updating the staff regarding update of new schemes. * Handling back office work like keeping daily track record of all the staff. |
| Company  Designation  Duration  **Responsibilities** | **Phoenix Outsourcing.**  **Customer Service Executive.**  September 2011 to June 2012**.**   * I was responsible for handling the queries of the customers * Handling back office work like keeping daily record of all the queries of the customer * I was responsible for the follow up of the pending dues of the customers. |
| Company  Designation  Duration  **Responsibilities** | **CMT Out Sources.**  **Customer Service Executive**  June 2013-June 2014   * I was responsible for sale & service of the product * Handling back office work like keeping daily record of all the queries of the customer. * I was responsible for the follow up of the pending dues of the customers. |
| Personal Details | **Father’s Name: Gafoor**  **Date of Birth: 27th September 1979**  **Marital status: Married**  **Nationality: Indian**  **Languages: English, Hindi, Urdu, Marathi.** |

**ABDULLA**