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

# **ABDULLA**

Email address: Abdulla.380908@2freemail.com

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.
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| **Experience**CompanyDesignationDuration**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.
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| **Experience**CompanyDesignationDuration**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.
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| CompanyDesignationDuration**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.
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| CompanyDesignationDuration**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.
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| Personal Details | **Father’s Name: Gafoor** **Date of Birth: 27th September 1979****Marital status: Married****Nationality: Indian** **Languages: English, Hindi, Urdu, Marathi.** |

**ABDULLA**