**ABDUL **

**E**mail: **abdul-393532@2freemail.com**

**Post applied for:**

 Office Assistant, Administration, Finance Executive, Accountant, Sales Executive, HR coordinator

**Personal Information:**

* Birth Date : 19/04/1990
* Nationality : Indian
* Religion : Muslim
* Marital : Married
* UAE valid driving License

**OBJECTIVE:**

To join a respectful company, to be an effective member of a professional team where I could utilize my skills, expend my knowledge and work well in order to build a good career with my new employer.

**QUALIFICATION:**

* Master of Business Administration (Finance) from Madras University 2014
* Bachelor of Business Management from Mangalore university 2011
* Higher Secondary Education – Kerala ,INDIA -2008
* High School Leaving Certificate – Kerala, INDIA- 2006

**LANGUAGES KNOWN:**

* English – Fluent (Read, Write, Speak)
* Hindi – Fluent (Read, Write, Speak)
* Malayalam & Tamil – Fluent –( Read, Write, Speak)
* Arabic – Basic (Read, Write only)

**Work Experience:**

as PATIENT RELATION for three months.

as SALES EXECUTIVE for one year.

Al Ain, UAE, as office assistant and Accounts for one year.

**Responsibilities:**

* Organizing sales visit
* Demonstrating and presenting products
* Establishing new business
* Maintaining accurate records
* Attending trade exhibitions , conferences and meetings
* Reviewing sales performance
* Negotiating contracts and packages
* Aiming to achieve monthly or annual targets

**Project work:**

Successfully completed a project on “CAMPCO CHOCOLATES pvt ltd Mangalore as Marketing strategies” during my Bachelors Degree**.**

**Skills:**

* Proficient in the use of: MS-Office (Word/Excel/PowerPoint), Internet & Outlook.
* Tally ERP (ICAI)

**References Available Upon Request**