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**JAMSHEED**

**JAMSHEED.369630@2freemail.com**

CAREER OBJECTIVE

 To obtain a challenging position in a reputed organization and contribute to the best of my management abilities towards the growth of the organization and for career development.

STRENGTHS

* Sincere and hardworking with self-confidence
* Ability to work in a team and inspire and motivate others to excel
* Good communication with interpersonal skill and creative mind
* Adaptive to the environment of the organization

PROFESSIONAL EXPERIENCE

1- COMPANY : MUSAFFAH STAR BUILDING MATERIALS LLC, Abu Dhabi, UAE

 POSITION : Junior Accountant

 DURATION : Sep-2014 – Jan 2017

Job Profile

* Maintains and controls the General Ledger accounts and business transactions of the organization
* Posting of day today transaction
* Manage the processing of cash receipts, recording of revenue and receivable
* Payment Collections ,Cheque Deposit and withdrawals
* Assisting senior Accountant for preparation of monthly statement
* Preparation of payroll, book keeping, inventory management
* Cross checking of LPO and Delivery note
* Payment follow, collection and statement preparations
* Preparation of invoices, delivery notes, credit note and debit notes

2- Company : MUSAFFAH STAR BUILDING MATERIALS LLC, Abu Dhabi, UAE

 Designation : Procurement Assistant & Supply Chain Coordinator

 Duration : Feb 2014 - Aug 2014

Job Profile

* Trading and sourcing for all type of project materials, building materials, safety & oilfield products.
* Making presentation of products to the customers by professionally by thus achieves sales
* Knowledge of customer attitude and provide the range to achieve sales
* Negotiations and arranging materials from local market
* Invoicing, taking orders &satisfies the customer by prompt services
* Preparation of MRN, Delivery notes, gate pass
* Arranging of data sheet, mill test certificates etc..
* Accountable for all the products by day to day basis

3- COMPANY : APOLLO GOLD

 POSITION : MARKETING EXECUTIVE

 DURATION : 2012- 2014

Job Profile

* To organize and attend events and exhibitions
* To make awareness to staff, the market, price fluctuation, competitors.
* To evaluate marketing campaigns and monitor competitors activity
* To develop new marketing techniques and organize team works
* To promote marketing executives to canvas customers
* To ensuring customers satisfaction
* To prepare and submitting weekly, monthly reports to top-level managers

EDUCATIONAL QUALIFICATION

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| --- | --- | --- |
| **COURSE** | **INSTITUTE** | **YEAR** |
| Bachelor of commerce | Thunchan Memorial college- vakkad [ university of Calicut- kerala,India]   | 2011 |
| +2 | GHSS – Niramaruthur, Kerala, India[Kerala Education Board] | 2008 |
| S.S.L.C | GHSS – Niramaruthur, Kerala, India [Kerala Education Board] | 2006 |

COMPUTER SKILLS

* Diploma In Computerized Financial Accounting

Tally with payroll

* Diploma in Computer (1 year)

Coral draw, Photoshop, Illustrator, and Adobe Flash

* DTP (Desk Top Publishing)

Adobe PageMaker, MS word and MS Excel

Additional qualities

* Good knowledge about computer hardware, software and other Electro, telecomm. Systems
* Good knowledge about all kind of building materials ,safety equipment and oilfield equipments
* Well trained ‘focus’ [B usiness solution]
* Experienced in PRO, Administrative Dept
* UAE Driving License Holder [Manual Gear System ]

DECLARATION

Above details are truest to my knowledge and I trust you would be convinced enough to consider my resume favorably. Thanking you in anticipation