 md Sheheen

 master of business administration

 Sheheen-391410@2freemail.com

OBJECTIVE

To contribute to organization effectiveness through emphasis on efficient utilization of business knowledge, experience and skills while adding value to the organization. I have two years of work experience in marketing department and management area across a diverse range of customers and business domains. I have completed International MBA from Birmingham, United Kingdom. I am currently located in Abu Dhabi, United Arab Emirates on visit visa. I am currently looking for new challenges and responsibilities in Marketing, Sales and Finance Management areas.

KEY SKILLS

* Ability to design business proposal and business plan.
* Proficient in M.S office, word, excel and power point.
* Excellent customer relationship management skill and a good team player.
* Ability to create innovative business idea.
* Good problem-solving skill.
* Excellent time management skill and the ability to prioritize workload.

Work EXPERIENCE

September 2016 to January 2018

British Petroleum

Asst.Store Manager

Birmingham, United Kingdom

* Coach and support other team members.
* Hire and train new employees for the sales floor or other departments.
* Maintain and monitor store inventory.
* Ensure the store is clean, safe and presentable for customers.
* Greet and assist customers as necessary when other sales associates are busy.
* Conduct regular audits of the store’s physical and practical condition to ensure quality.
* Maintain product levels appropriately and generate daily sales report.

January 2018 to January 2019 

Hi beryl Exports Pvt.Ltd

Executive Accountant

Kerala

India

* Maintain Bank Balance information
* Maintain petty cash records. .
* Prepare and post monthly records.
* Prepare monthly GST returns and submit to auditor.
* Preparing monthly financial reports.
* Evaluating the financial aspects of business development.
* Preparing regular client reports and attending all client meetings.
* Track and coordinate all activites occurring for each Account.
* Salary information to Accountants and Auditors.
* Providing financial reports to Auditor.
* Assist with mail opening, donations and debtors subscription banking process.
* Assist with pursuing overdue debtors.
* Handling incoming call as required.
* Maintain online banking.

EDUCATION

2016-2017

Master degree- International Master of Business Administration

Birmingham City University

Birmingham

United Kingdom

2013-2016

Bachelor’s degree- Bachelor of Business Administration

SRM University

Chennai

India

 2011-2013

Secondary School

Sir Syed English School

Kerala

India

Academic Projects

Major project for Masters

The role of waiters/waitresses in enhancing service quality perception of restaurant customers: A critical

analysis of the case of British customers visiting Indian restaurants in Birmingham, United kingdom.

Major project for under graduation

A study on Customer satisfaction towards Nippon Toyota, an authorized dealer of Toyota Motors, Thrissur, India with special reference to Toyota Innova.

PERSONAL PROFILE

* Reading, Travelling, Cricket and football.
* Languages known: English, Arabic, Malayalam, Hindi and Tamil.
* Cricket team Capitan of college.
* Skills in English and IT skills conducted by the Higher Education Department and the General Education Department, Government of Kerala, India.