#### **CURRICULUM VITAE**

####

**JASEEM**

**Email:** **jaseem-395762@gulfjobseeker.com**

**Dubai**

**Career Objective**

Challenging position in a growth-oriented organization, which offers diverse job responsibility and will provide me a platform to learn and contribute to the company.

**Professional Summary**

* Over5 years of experience as Sales Executive and Office Administrator.
* Familiar with Sales, Sales Coordinating, Office Administration.
* Skilled in developing Client Relationship.
* Research market situation & develop sales strategy.
* Knowledge in basic accounting and ERP.
* Execution of the work efficiently and effectively. Finishing the allotted works in time.
* Self-directed professional with excellent problem solving, communication, and management skills. Highly adaptable; thrive on challenges and excel in new environments.

**Educational Qualification:**

**Bachelor of Business Administration – Accountancy / Marketing**

Manonmaniam Sundaranar University,Tirunelveli, Tamilnadu, India

**Technical Certifications:**

### **Diploma Computerised Financial Accounting**

Spectrum Computer Education Centre, Kerala, kannur, India

**Professional Experience**

**Duration : June 2013 to June 2015**

**Designation : Office Administration and sales**

 Sole distributor of YOKOHAMA and other brands tyres in entire UAE.

* Coordinate office activities and operations to secure efficiency and compliance to company policies.
* Assist on payroll, purchase orders, invoices, accounts receivable, and accounts payable or other disciplines within the accounting department.
* Develop, implement & update personnel and financial data in databases/ journal to ensure that information will be accurate and immediately available when needed.
* Support budgeting and bookkeeping procedures
* Prepare and submit weekly/monthly reports to management
* Manage agendas/travel arrangements/appointments etc.
* Maintain supplies inventory, placing and expediting orders for supplies.
* Arrange in-house and external events

**Duration : November 2015 to September 2019**

**Designation : Senior Sales**

**Executive**

A well-established stockist/whole seller of Fruits and Vegetables.

 Develop, implement, and maintain sales activities and plans.

* Produce new revenue by researching and analyzing potential prospects and sales options.
* Build and maintain long-term relationships with current clients and their management teams by providing information, guidance, and support; recommending service and profit improvements; and recommending new opportunities.
* Lead and coordinate contract negotiations for a successful close.
* Prepare reports by analyzing and summarizing information
* Meet sales revenue targets.
* Attending trade exhibitions, conferences and meetings
* Negotiating contracts and packages

**Technical Skills**

* Operating System : Windows XP, 7,8,10.
* Networking/Systems : LAN and WAN, MS-Office, PC Support Hardware and

 Software.

**Personal Details**

 Nationality : Indian

 Sex : Male

 Date of Birth : 10-Dec-1986

 Marital Status : Married

 Languages Know : English, Hindi, Tamil & Malayalam

 Hobbies : Music, Sports, Travelling, Reading

 License : UAE, Oman, India

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|  Visa Status |  : | Vist Visa |

**Declaration**

 I hereby confirm that the information furnished above is true to the best of my knowledge .I request you to consider me as a proficient candidate, and if an opportunity is given to me, I will prove my worth.

Place: Dubai

Date: JASEEM