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| **MOIZUDDIN**  **Career Objective** To add value to the organization by utilizing my experience, knowledge and work skill supported by my honesty and integrity by optimize on the opportunities offered by organization for career enhancement.  **Location Preference:** UAE  Moizuddin | | | | | |
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| core24x24iconsArea of Excellence   |  |  | | --- | --- | | Retail Management |  | | Customer Service |  | | Management information system |  | | Portfolio Management  Market Analysis |  | | Statutory Compliance  Training & Development |  | | Client Management |  | |  |  | |  |  |  **Manufacturer based in Dubai (UAE**) **Administrator - Accounts**  Feb '2015– Till date  **Key Result Areas:**   * Make Invoices, LPOs, Delivery Notes. * Follow up payments from the clients. * Courier and Shipping coordination. * Collection coordination. * Perform general accounting duties. * Document controlling. * Create weekly/monthlyreports. * Communicate with other departments i.e. Sales, Support team, Management. * Report to the senior management. * Any other task as advised by the management. * Handle customer calls and enquiries. * Scheduling support requests. * Arranging payment collections from customer through courier and drivers. * Setting Credit Limit for customers based on their transactions with other companies. * Preparing MIS Reports on Collections and Receivables for Management. * Resolve issues related to documentation of customers for timely payments. * Upload invoices on customer portals like DEWA, EGA etc. * Prepare Quotations for Batteries, Proforma Invoices and follow ups for payments. | | | | knowledge24x24iconsProfile Summary  I am an enthusiastic recently graduated Professional with a proven track record of delivering high quality business results.  I have developed valuable skills such as decision making, result oriented effective planning, implementing & controlling deliverables to various disciplines, in order to meet objectives in terms of performance, time and cost  My education and work experience has given me excellent communication and interpersonal skills, and the ability to adapt quickly to new environments  .  edu24x24iconsEducation     * Bachelor of Computer Application from Osmania University (India) 2004. | |
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| exp24x24iconsWork Experience |  | | | |
|  |  | **Choice Discount Stores – London (UK)**  **Team Leader (**Stores**)**  Apr’2011 to Apr'2014  **Key Result Areas:**   * Leading a team of 27 employees on sales and service orientation. * Checking the stocks to ensure that fast moving products are available. * Requesting the needed stocks by sending emails to our warehouses. * Making a daily meeting with the employees to review the sales plan and set targets for every employee. * Maintain attendance sheet and incentives files for the team. * Making the schedules of the employees and ensuring that everyone is strictly following it. * Making reports about aging stocks and replace them with the fast moving ones. * Checking regularly our email inbox and ensuring they were replied in time. * Helping auditors make the reports about store inventory. * Training and developing the performance of individuals. * Follow-up administrative matters. * Follow up the reality of the market on a daily and reports relating to the Status of work the competition. * Motivate the sales team. * Work effectively and economically. * Responsible to meet team’s monthly targets and deciding quarterly programs. * Maintain good relationships with the customers through regular Phone contact, e- mails and personal contacts. * Setting up meeting with customers on regular basis with their requirements on products * Preparing Quotation and pricing for Customers.   **TJX Group of Companies – London (UK)**  **Qualified Stores Associate**  Dec’2009 to Apr'2011  **Key Result Areas:**   * Ensure each customer receives outstanding service by mystery shop standards. * Maintain awareness of all promotions and advertisements. * Execute the daily operational, day-to-day goals and priorities assigned by store management. * Assist in the training and development of peers. * Uphold merchandising and store cleanliness standards. * Participate in the processing of new shipments and help the team to keep the receiving and back stock area clean and organized. * Responsive of safety issues. * Conscious of shoplifting activity. * Aid customers in locating merchandising in store, on acehardware.com, as well as, processing special orders. * Solicit customers to sign up for Reward cards. | | |
|  | **Idea Cellular Limited – Hyderabad (India)**  Sales Coordinator  Feb' 2005 to Aug’2014  **Key Result Areas:**   * Regular interaction with sales team and ensuring that all the activations done are captured and reflected in the database. * Resolving the issues at all the outlets and distributor points * Regular update to all the sales and dealer/distributor team on all the new products and activities. * Ensure the smooth process of commission generation and billing. * Maintain complete MIS information database for all Months, Qtr & Year. * MIS Reports (MS Excel, MS Word, Power Point, MS Access) for State & Corporate. * Project Tracking & Generation of MIS-Sales & Technical report for the Circle. * Scheduling meetings with different clients & senior management members. * Providing excellent service to both internal and external customers by: Efficiently answering & responding to customer phone calls, e-mail. * Escalating the high-end issues and keeping a track of those issues by generating and updating the Complete MIS reports     Personal Details  Date of Birth: 30th January 1984  Nationality: Indian  Marital Status: Married  Languages Known: English, Hindi, Urdu & Arabic (Read only).  References: Available upon request.  **Contacts:**  Personal Contact: [moizuddin-399514@2freemail.com](mailto:moizuddin-399514@2freemail.com) / [moizuddin-399514@gulfjobseeker.com](mailto:moizuddin-399514@gulfjobseeker.com)  Mobile: 0504973598  Reference: Mr. Anup P Bhatia, HR Consultant, Gulfjobseeker.com  Video CV: [View and download my CV Free on Gulfjobseeker.com](http://www.gulfjobseeker.com/employer/cv_database_highlighted_cv_freetocontact.php) | | |
|  |  | **(MOIZUDDIN)** | | |