

Wazeem V

SALES CO-ORDINATOR

A highly organized, detail oriented and dependable professional who has the ability to apply the sales knowledge and experience to a diverse range of financial issues and hardworking, dedicated and ambitious accountant who possesses strong theoretical and practical knowledge of generally accepted accounting principles.



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☎ 0523164371

📍 DUBAI, UAEVISA VALIDITY: 02/05/2022

WORK EXPERIENCE

SALES CO-ORDINATOR MR LIGHT

11/2019 - 10/2021

KANNUR, INDIA

Achievements/Tasks

- Respond to complaints from customers and give after-sales support when requested.
- Handle the processing of all orders with accuracy and timeliness.
- Coordinate sales team by managing schedules.
- Communicated with customers on a daily basis for job updates and new business needs.
- Communicated electronically and personally with customers and sales representatives.

SALESMAN/STOCK CONTROLLER AVINASH AND COMPANY

01/2017 - 10/2019

KANNUR, INDIA

Achievements/Tasks

- Updating dealers about the change in product price and new product launch.
- Solving the problem and queries of existing dealers and customers.
- Provide internal audit of stock in warehouse and Compiling and presenting of stock report.
- Managing customer centric operations and ensuring customer satisfaction by achieving delivery and service quality norms.

EDUCATION

B-COM COMPUTER APPLICATION RAVINDRANATH TAGORE UNIVERSITY

2019

HIGHER SECONDARY DEENUL ISLAM SABHA

2016

KANNUR

SKILLS

Analytical and Problem solving.

Critical thinking

Adaptability

Time Management

Spreadsheet Proficiency

Quick learning

ACHIEVEMENTS

ACCOUNTS ASSISTANT USING TALLY ERP 9 (2019)

SYNCHROSERVE GLOBAL SOLUTIONS PVT LTD

LANGUAGES

ENGLISH

Native or Bilingual Proficiency

HINDI

Native or Bilingual Proficiency

MALAYALAM

Native or Bilingual Proficiency

ARABIC

Limited Working Proficiency

EXPERTISE

TALLY ERP 9

MS EXCEL

MS WORD

SOWARE