



## ABDUL SHAJEER

Sales Executive



### ABOUT ME

Securing a challenging position by effectively using my ability and years of experience throughout achieving company goals.



### CONTACT ME



Fujairah, UAE



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Nationality: Indian



Driving License: LMV (Manual)



### TOP SKILLS



Excellent in Office Administration



Good Knowledge in MS Office



Confident in customer Handling



Team work & Management skill



Knowledge in SAP and ERP



Happy to travel as part of duty



Sales ability & Market awareness



## WORK EXPERIENCE

### SUPERVISOR IN CHARGE



Abudabhi National Oil Company (ADNOC)



04/2020 - Current

- \* Providing excellent customer service
- \* Checking and follow up of daily emails
- \* Ordering and receiving service store products & preparation of GRN
- \* Stock and inventory management
- \* Cash handling and depositing daily sales
- \* Recording log book & preparing daily&monthly statements
- \* Following HSSE policies

### ACCOUNTS ASSISTANT CUM COMPUTER OPERATOR



Commercial consultant, India



09/2013 - 03/2014 (7 months)

- \* Assist the accountant in day to day activities
- \* Preparation of books of accounts& income tax returns
- \* making phone calls, handling mail and basic bookkeeping
- \* Managing petty cash transactions
- \* Controlling credit and chasing debt

### SALES EXECUTIVE CUM PRODUCTION SUPERVISOR



Parisons Agrotech Pvt Ltd- I...



08/2011 - 08/2013 (2 years, 1 m...

- \* Answering quarries, offering advice and introducing new products
- \* Organizing sales visit
- \* Reviewing sales performance & customer feedback



## EDUCATION

### BACHELOR OF COMMERCE



University of Calicut



06/2010 - 09/2013 (3 years, 4 months)

### DIPLOMA IN COMPUTERIZED FINANCIAL MANAGEMENT



C-DIT - Government of Kerala



03/2012 - 02/2013 (1 year)



## FOREIGN LANGUAGES

English (B1)

★ ★ ★

Arabic (B1)

★ ★ ★

Hindi (B1)

★ ★ ★

## CERTIFICATES

- \* Certificate of Appreciation - '100% HSE'- by ADNOC Distribution
- \* Certificate of Appreciation- 'Project Japan'- by ADNOC Distribution
- \* Advanced Fire fighting Level-1 - by Emirates Firefighting And Rescue Company

## REFERENCES

- \* SAIF ABDULLA JUMA AL NUAIMI - 0509777240 (Manager ADNOC distribution)
- \* ALBERTO MANDURIO PALAAC - 0559915582 (Supervisor ADNOC distribution)