



IMTHIYAS

Sales Executive / Van Sales Executive

PROFILE:

Detail oriented accounting professional with 2 years of UAE Experience and knowledge for real reliability, integrity, and quick learning ability. Highly skilled with an eye for identifying and correcting errors. Enthusiastically seeking roll in which strong work and resourceful nature will be highly valued.

CONTACT:

PHONE: +971 52 220 0940

Abu Dhabi, United Arab Emirates.

EMAIL: imthiyaskt121@gmail.com

LINKEDIN: <https://www.linkedin.com/in/imthiyas-shoukathali-45a82118a>

SELF EVALUATION:

- Responsible and hard working.
- Quick grasp new ideas.
- Strong organization and office administration skills.
- Excellent oral and written English communication skills
- Can work under pressure in a fast-paced environment.
- Excellent numerical skill.
- Excellent Microsoft/Open Office skills
- Time management

EXPERIENCE PROFILE

Sales Executive/ Sales Executive,

November 2019 – December-2021

Quick Care Mobile & computers LLC

Abu Dhabi, UAE

Responsibilities :

- Handle incoming and outgoing email communication and Standard Operating Procedures.
- Conduct market research to identify selling possibilities and evaluate customer needs.
- Actively seek out new sales opportunities through cold calling, networking and social media.
- Meet and exceed sales targets.
- Following-up and collecting outstanding timely as per the company provided credit.
- Building and maintaining relationships with clients and prospects.
- Inform Supervisor of flowers that needs to be ordered -Market knowledge.
- Identify new and prospective customers, educate, create awareness and activate them to increase numeric distribution.
- Collecting payments and maintaining an accurate record of the same.
- Creating new sales by promoting products and meeting monthly sales target.

UAE DRIVING LICENSE:

License Number : 2544228
Class : Light Vehicle
Date of Expiry : 20-10-2026

TECHNICAL SKILLS:

- Tally.ERP9
- MS Excel, Word, PowerPoint
- QuickBooks

LANGUAGES KNOWN:

- English
- Hindi
- Malayalam
- Arabic

PASSPORT DETAILS:

Passport No : N3565777
Date of Issue : 09/10/2015
Date of Expiry : 08/10/2025

VISA STATUS:

Visit Visa
Valid up to: 25-November-2022

PERSONAL INFORMATION:

Father' Name : Shoukathali
Gender : Male
Date of Birth : 09/03/1995
Religion : Islam
Nationality : Indian
Marital Status : Married

Accountant,

May 2017 – April 2019
EK Traders -(All Kerala Lubricants Distributo)
Malappuram, Kerala, India

Responsibilities :

- Manage all accounting operations based on accounting principles
- Reconciliations of Bank accounts .
- Handling of cash and bank payments properly.
- Conduct month-end and year-end close process
- Payroll preparation of Employees
- Develop periodic reports for management.
- Attending Department meeting and Management meeting.
- Preparation and Filing of GST.

EDUCATION

Bachelors of Business Administration
University of Calicut
2014-2017

Higher secondary education

higher secondary Education Board of Kerala

PROFESSIONAL QUALIFICATION:

- Advanced Certified Professional in Indian and Foreign Accounting (ACPIFA) Institute of Professional Accountants, , Kerala
- Tally Certified Accounts Executive Tally Academy-Tally Solutions India Ltd.