



SHEMEER MOOSAKUNJU

Mobile: 0586635146

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3 Years of experience in Sales Executive at AL-Jaber Group of company Abu Dhabi And 4 years of Administration and Receptionist at AL-Jaber Group of Company Abu Dhabi And More than 2 years of Accountant and sales executive experience in Fone House Mobile Phone Sales and Service Centre Trivandrum India.

Personal Details

Date of Birth: 12/12/1992

Gender: Male

Nationality: Indian

Current Location

Al Karama,
Dubai,
United Arab Emirates

Permanent Address

Shemeer Manzil Kattarakkadu
Kummil Kadakkal,Kerala India
P O :691536

Languages Known

English,Malayalam,Tamil,Hindi

Passport Details

V 6614684

Driving License Details

UAE License No: 2632203

License Type : Manual

Expiry Date : 16/11/2022

Visa Details

Visit visa

Objective

To secure a challenging position in a reputable organization to expand my learnings, knowledge, and skills.

Work Experience

Al-Jaber Group of Company, Abu Dhabi, UAE

Sales Executive,

From Jan 2018 to Nov 2020

- ✓ Responsible for assigned sales targets
- ✓ Goals set for month maintaining relationship with target customers,
- ✓ Proper execution of order and dispatch it on time
- ✓ Follow up for payment
- ✓ Develop new sample for client
- ✓ Maintain good relation with client
- ✓ Operating Internet Updating all records and documents
Purchasing and maintaining stocks, Data Entry, Updating accounts, Compiling MIS reports, Networking with different stake Holders and organization.

Al-Jaber Group of Company, Abu Dhabi, UAE

Administrator And Receptionist,

From Jan 2014 to Nov 2017

- ✓ Delivered clerical support by handling range of routine and special requirements.
- ✓ Supported office manager with proactive correspondence management, document coordination and customer relation.
- ✓ Maintained open communication with customers to faster positive relations and provide updates on issues.

Operating Systems

Windows XP/7/8/10;Linux

Diploma in Data Entry .

Certifications

Diploma in Computer Application.

Graphic Designing.Illustrator

MFA – Medical First Aid

Training

Fire Fighting and Smoke room

Evacuation Training .

Extra Curricular Activities

Reading

Watching Movie

Listening Music

Playing Badminton

Swimming

Areas Of Interest

Administration

Sales Executive

Customer Care Executive

Customer Relation

Computerized Accounting

Accounting

Receptionist

References

Available upon request

Availability

To join immediate

- ✓ Trained new employees on administrative procedure, company policies and performance standards.
- ✓ Collect all purchase activities, monitor, and file.
- ✓ Assisted with coordination and hosting of company events.
- ✓ Maintained open communication with customers to foster positive relations and provide updates on issues.

Fone House Mobile Phone Sales And Service Centre, Kerala.

Accountant

From Jan 2012 to Dec 2013

- ✓ Regular checking of daily sales reports, employee's salary processing and calculation.
- ✓ Entered purchase and sales invoices
- ✓ Track inventory levels
- ✓ Handle monthly, quarterly, and receivable
- ✓ Ensure timely bank payment
- ✓ Compute taxes and prepare tax returns

Academic Qualifications

- Higher secondary in computer science at Govt H S S Kummil
- Diploma in computer hardware and Mobile phone technology
- Mechanical Refrigeration and Air Conditioning Govt ITI Trivandrum (Certified by NORKA ROOTS)

Declaration

I hereby declare that all the information mentioned above is true to the best of my knowledge and belief.

SHEMEER MOOSAKUNJU