



MUHAMED NABHAN

PROFESSIONAL SUMMARY

Self-motivated work ethic with ability to perform effectively in independent or team environments. Offering keen attention to detail and strong decision-making skills to manage multiple and concurrent tasks.

EMPLOYMENT HISTORY

AL ALIYA SPARE PARTS TRADING LLC, AJMAN-UAE

Position: Sales Coordinator cum accountant

11 October 2019 – Till present

- Greet customers and set a positive atmosphere
- Merchandise and makes necessary entries to the inventory control system
- Maintain shelf stock and keeps counter clean
- Manage sales team and facilitate effective communication between the sales team
- Responsible for tracking all the sales inquiries and day-to-day business transactions
- Tracking sales leads and managing customer accounts
- Ensure the efficiency and productivity of the store
- Updating accounting records with issued invoices, processed payments, new balances, and customer contact information
- Preparing accounts and tax returns
- Ensure that financial statements and records comply with laws and regulations
- Keeping account books and systems up to date
- Timely submission of reports and update to the manager

COMPUTER SOFT SALES & SERVICES, KERALA, INDIA

Position: Sales Representative

05 June 2017 – 27 September 2019

- Coordinate and facilitate day-to-day operations to the business
- Maintain friendly customer relationship for a healthy business
- Handle directly with the suppliers & all correspondence concerning purchases
- Selling products and services using solid arguments to prospective customers
- Providing comprehensive clerical support such as create and modify documents using MS Office, maintain hard copy and electronic filing system
- Timely submission of reports and update to the management

ACADEMIC RECORD

- PLUS TWO (Higher Secondary School, Kerala Educational Board, India)
- SSLC (High School-Kerala Educational Board, India)

OTHER ACHIEVEMENTS

- Valid UAE driving license

COMPUTER SKILLS

- MS Office
- Tally ERP9, Peachtree, QuickBooks

CONTACT:

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Ajman - UAE

PERSONAL PROFILE:

Date of Birth: 25 Sep 1995

Father: Muhammed Azad

Gender: Male

Nationality: Indian

Marital Status: Unmarried

PASSPORT DETAILS:

Passport No: R0389253

Date of Issue: 09/08/2017

Date of Expiry: 08/08/2027

Place of Issue: India

SKILLS & STRENGTH:

Ability to communicate and interact with each other

A good team player with positive attitude

Coordinates and build up together with the colleagues to achieve a common goal

Find out possible and appropriate solutions for the employees & business needs

The burning desire for Self-Improvement

Evergreen quest for the great knowledge

Dynamic and adaptable to every situation

Ability to get along with and understand other people

HOBBIES & INTERESTS:

- Sports
- Travelling
- Social work
- Reading books

PERSONAL QUALITIES

- Confident and Optimistic
- Diligent and Organized
- Ethical and Loyal
- Punctual and Accountable

DECLARATION

I hereby declare that the above details are given true to the best of my knowledge and belief.

MUHAMED NABHAN
Place: Ajman, UAE