



Mubashir T Musthafa

GENERAL ACCOUNTANT_ SALES COORDINATOR



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LINKS

LinkedIn:

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ABOUT ME

Seeking a challenging opportunity in a well-established organization upon which I can apply and further enhance my professional background, skills and experience. I am responsible, punctual, very lively and intelligent. I am flexible in my work and I can easily deal with stressful and demanding environment.

SKILLS

MS Office

Data Entry

OS Windowa

Tally

Operations

WORK EXPERIENCE

General Accountant_Sales Coordinator

Al Ais General Trading LLC / Dubai United Arab Emirates / Dec 2019 - Present

General Accounts_

- Provides financial information to management by researching and analyzing accounting data; preparing reports.
- Prepares asset, liability, and capital account entries by compiling and analyzing account information.
- Documents financial transactions by entering account information.
- Maintains accounting controls by preparing and recommending policies and procedures.
- Guides accounting clerical staff by coordinating activities and answering questions.
- Prepares payments by verifying documentation, and requesting disbursements.
- Answers accounting procedure questions by researching and interpreting accounting policy and regulations.
- Prepares special financial reports by collecting, analyzing, and summarizing account information and trends.
- Maintains customer confidence and protects operations by keeping financial information confidential.

Sales Coordinator_

- Assigning territories and quotas to company sales staff
- Coordinating training and scheduling for sales staff
- Maintaining supplies of sales presentation materials, including slides and brochures
- Analyzing customer shopping data to optimize sales efforts and better identify potential customers
- Tracking the quotas and goals of each member of the sales team
- Entering order information into the company database
- Answering client questions regarding their account or sales products
- Working with staff members from other departments such as marketing, research/design and financing to optimize sales

Sales & Merchandise Coordinator

Mr. Light Electronics LLC / Sharjah United Arab Emirates
/ Nov 2018 - Nov 2019

- Making a significantly high number of daily outbound calls to prospective clients
- Processing sales related letters, proposals and contracts in a timely manner.
- Ensuring that all inquiries are dealt with accurately, timely and professionally.
- Preparing Daily wise, weekly wise and month-end Sales reports for senior managers and CEO and also presenting them.
- Tracking sales orders to ensure that they are scheduled and sent out on time.
- Building professional and productive relationships with other work colleagues.
- Accurately calculating figures such as discounts, interest, commissions and totals.
- Coordination of Merchandisers.

LANGUAGES

- English
- Hindi
- Tamil

DRIVING LICENSE

Driving license category

On Process

PERSONAL DETAILS

Date of birth

25_May_1993

Nationality

India

Visa status

Employment

Marital status

Single

HOBBIES

Football

Logistics Assistant

AIWA shipping Agencies PVT LTD International / Kerala India

/ Sep 2016 - Jul 2017

- Making invoice and packing list as per the LPO.
- Follow up with operation staff during the duty hours regarding the shipments flow.
- Packing of good to be shipped.
- Verify the packing with authorized concerns and doing the necessary for smooth ship out.
- Validation inventory in and out.
- Consolidation of Rejection and return to the system back.

EDUCATION

MBA

Bharathiar University / Coimbatore, India / 2017

Logistics Management

CII Institute of Logistics / Chennai / 2016

Bachelor of Commerce

University of Calicut, / Kerala / 2015

HSE, Higher Secondary

Commerce Board of Higher Secondary / Kerala / 2012

INTERNSHIP

Warehouse in-charge

MIDCO Limited / Bangalore India / Jul 2017 - Sep 2017

- Supervise warehouse operations and oversee employees.
- Contact vendors and responsible for returning damaged goods to vendors.
- Receive the goods from suppliers and check whether they meet the requirements mentioned in the purchase order
- Arrange received materials as required.
- Ensure that the materials are stored safely.
- Keep a record of receipt and issue of goods.
- Issue materials according to the requirements.
- Manage personnel at the store.

DECLARATION

I Hereby that all above mentioned details are true to the best of my knowledge and belief.

MUBASHIR T.M

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