

NAHEEMUDHEEN TK

Sales Executive

"Looking to utilize profound skills in sales and marketing, human relations and customer management to actualize the company's sales goals in the position of Sales Executive. Possess 2years of experience in a sales position".



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+971 50 3680870

Dubai, UAE



WORK EXPERIENCE

Sales Executive

UAE – Bismi International General Trading LLC.

02/2020 - Present

- Meeting with clients virtually or during sales visits.
- Establishing new business.
- Maintaining accurate records.
- Attending trade exhibitions, conferences and meetings.
- Reviewing sales performance.
- Negotiating contracts and packages.
- Working towards monthly or annual targets.

Accountant & Documentation

Cochin – Opalasia India Pvt Limited, India

04/2017 – 05/2019

- Prepare Assets, 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.
- Recommends financial actions by analyzing accounting options.
- Recording day to day transaction.
- Maintaining ledgers and financial records.
- Documentation for Export & Import Management.
- Shipping & Logistics.

EDUCATION CREDENTIALS

- Master Diploma in Logistics & Supply Chain Management

Bharat Sevak Samaj Vocational Education, Kerala, India, 2017.

- Bachelor of Business Administration

Calicut University, Puramannur Majlis, India, 2016.

- Kerala State Board of Higher Secondary Education (Plus Two)

JMHSS, Tirur, Kerala, India, 2012.

GENERALSKILLS

Quickbooks

Database Management

Business Knowledge

Editing & Proofreading

Microsoft Office

Adobe Illustrator

SOFTSKILLS

Verbal & Written Communication

Organization

Customer Service

Efficiency

Professionalism

PERSONAL PROFILE

Date of Birth : 14th March 1995

Gender : Male

Nationality : Indian

Marital Status : Single

Passport No. K1302341

Languages Known: English, Arabic and Hindi.

INTERESTS



Video Games



Artificial Intelligence



Space Exploration



Mindfulness



Football



Swimming