



MUHAMMED NAJMUDEEN

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PROFILE

NATIONALITY : INDIAN
SEX : MALE
MARITAL STATUS : MARRIED
DATE OF BIRTH : 09/01/1991
LANGUAGES : ENGLISH, HINDI
ARABIC, URDU

EDUCATION

BA- ECONOMICS
MADRAS UNIVERSITY
CHENNAI

HIGHER SECONDARY (12 th)
KERALA HIGHER SECONDARY
EDUCATION STATE SYLLABUS

HIGH SCHOOL (10 th)
BOARD OF PUBLIC EXAMINATION
KERALA STATE SYLLABUS

ADDRESS

UAE
ADNOC ACCOMODATION
AL FAYA , ABU DHABI
AL AIN- ABU DHABI ROAD

INDIA
PATTANAM HOUSE
ARAKKUPARAMBA PO, PIN 679341
PERINTHALMANNA
KERALA

SALES EXECUTIVE

OBJECTIVE

TO SECURE A RESPONSIBLE POSITION IN AN ORGANIZATION WHERE PROVEN SKILLS AND EXPERIENCE COULD BE USED PRODUCTIVELY SO AS TO ENHANCE CAREER DEVELOPMENT, PROFESSIONAL GROWTH AND LEAD TO MUTUAL BENEFITS FOR THE ORGANIZATION AND THE INDIVIDUAL.

EXPERIENCES

OPERATION - SUPERVISOR ADNOC DISTRIBUTION -UAE- 4 YEARS

- Responsible for all the cash flow.
- Entry of purchases on accounting software after checking received stock against PO.
- Maintaining records on daily basis
- Schedule Staff Duty Roaster.
- Ensure adequate stock availability by tracking stock, supervising all stock transfer between stores correctly

OUTDOOR SALES - SALES ATTENDANT ADNOC DISTRIBUTION -UAE- 5 YEARS

- Clear all customer queries and maintain excellent customer service.
- Maintains well product knowledge
- Followed up corrective actions and implement counter measures to minimize reoccurrence of faults.
- Achieving **KPI** as per company policy

ACCOUNTANT & CASHIER ELITE MARKETING-INDIA- 3 YEARS

- Present pleasant and professional oriented image to the customers
- Maintain financial files and records
- Handling PTW & documents
- Arrange Delivery of the wholesale products on time
- Conducting webinar for product promotion.

INDOOR SALES MAN – PHARMACY ATHANI MEDICALS-INDIA-3 YEARS

- Basic knowledge in Pharmacy and Medicine
- Maintained effective Health and Safety Systems
- Purchase and billing of medicine as per direction of Pharmacist
- Always Follow the lifesaving rules& 100%HSSE.
- Constantly improve selling techniques & customer handling skills

CERTIFICATIONS

- Basic **FIRE FIGHTING** Training.
- Certification in Emergency **FIRST AID-QHSE** International
- Essential **FOOD SAFETY** Training-Abu Dhabi food control Authority
- **Commodity Dealer-MCX&NSE**

SOFTWARE SKILL

- **SAP, HHT, SRVA&ORACLE**
- **Tally**
- Windows 95/98/2000/ME/XP, Microsoft Office, and Excel, Photoshop.

AREA OF INTEREST

- MARKETING
- DRIVING
- ACCOUNTING
- SALS & MERCHENDISER

OTHER SKILL

- Communication & Presentation skills
- Capable of adapting quickly to new environment
- Indoor & Outdoor Sales

LICENSE-Manual

UAE
License NO: 1086931
Expiry Date: 10-12-2024

INDIA
License No:53/5791/2014

PASSPORT

- PASSPORT: U0874598
- EXPIRY: 17/04/2031