



ABOUT ME

An enthusiastic sales and administration professional with around 4 years of experience in Canadian taxation, insurance compliance and research, payments processing and loan administration

A dedicated individual with attention to detail and customer focused approach seeking an administrative role in an innovative global environment where I can use my education and professional expertise to grow my organization's business

LINKS

LinkedIn:
<https://www.linkedin.com/in/maimuna-g-4832a34a/>

LANGUAGES

- ENGLISH
- HINDI
- URDU

PERSONAL DETAILS

Date of birth
27th December 1990

Nationality
Indian

Visa status
UAE Resident Visa (Sponsored)

Marital status
Married

MAIMUNA GOWHER

PROFESSIONAL - SALES & FINANCE

- Sharjah - United Arab Emirates
- +971 522372387
- maimunagowher@gmail.com

WORK EXPERIENCE

**HIRA WALRAVEN
AC INDUSTRY LLC**
Dubai, United Arab Emirates
Jun 2021 - Present

- Sales Coordinator**
Coordinating with Sales Engineers for business development of HVAC systems and consumables.

SPOC for collaborating with supply chain, accounts and distribution teams so as to ensure that the service provided meets clients’ needs, costs and time constraints.

Maintaining database of current and prospective customers and following up on expected new and regular orders

Consultative selling to inbound leads via providing technical information and suggesting right product mix based on customer's requirements

Generating weekly reports for pending orders, stock ageing and sales comparison for all **Northern Emirates** territories.

**DHOFAR GLOBAL
TRADING CO LLC**
Sharjah, United Arab Emirates
Dec 2020 - May 2021

- Sales Coordinator**
Supported sales team improve their productivity by liaising with customers and achieved high customer satisfaction

Instrumental in closing a tender project worth AED 450,000 by pursuing for the orders on behalf of the sales team

Generated leads for "inside sales" and ensured high conversion rate from prospects to customers

Processed orders for JIT deliveries with a keen attention to details on matching customer requirements

Efficiently filed system reports and provided crucial information to the finance department on receivables and payables

**DELOITTE TAX
SERVICES INDIA
PVT LTD**
Hyderabad, India
Nov 2016 - Mar 2018

- Tax Consultant**
Won Spot award, as a part of Deloitte Rewards and Recognition Program, for delivering **169 individual returns** in a span of **30 days**, with extremely good quality and team coordination

Prepared tax returns and working papers for individual, corporation and trust, using firm’s standard procedures and software

Analyzed and researched tax transactions and financial statements, prepared tax provisions and assisted with performing audits in liaison with overseas managers

**BERKADIA
COMMERCIAL
MORTGAGE**
Hyderabad, India
Feb 2014 - May 2016

- Insurance Research Analyst**
Awarded the “**We Love our Jobs**” title, for working under peer pressure without a supervisor

Researched and analyzed insurance documents provided by the client to make sure they are compliant with the company guidelines

Performed critical research and provided inputs on the insurance policies held by the borrowers

EDUCATION

**OSMANIA
UNIVERSITY**
Hyderabad, India
2013

- MBA**
 - Major in Finance and Human Resources

**OSMANIA
UNIVERSITY**
Hyderabad, India
2011

- Bachelor of Commerce**
 - Major in Accounts and Commerce

SKILLS

- | | |
|---------------------------------|--------------------------------|
| CLIENT RELATIONS | STATEMENT BILLINGS |
| LEAD DEVELOPMENT | INDIVIDUAL RETURNS PREPARATION |
| EXPENSE CONTROL | CREDIT AND COLLECTIONS |
| REPORTS GENERATION AND ANALYSIS | SALES FUNNEL |