

MOHAMMED ASIF ALI FAROOK

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CAREER OBJECTIVE

Seeking to work in challenging position with dynamic and progressive company, which will utilize my knowledge skills and opportunities in achieving a common goal of the organization growth and bright.

KEY SKILLS

- Excellent communication and interpersonal skills. personal career
- Flexible , able to adjust with new people and situations.
- Goal oriented and ability to work in a team environment.
- Sound knowledge of accounting software and data –entry.
- Passionate, hard worker and well organized professional with power to prioritize and multitask.
- Demonstrated ability to forecast sales and build sales plans
- Ability to understand customer's needs and requirements
- Strong influence with exceptional negotiation and communication skills
- Creative problem-solving skills

SOFTWARE SKILLS

- ORACLE E-Travel
- Tally ERP9
- MS EXCEL
- MS Outlook

PROFESSIONAL EXPERIENCE

ACCOUNTANT

SMART TRAVELS L.L.C , SHARJAH

APRIL 2017 to PRESENT

Job Profile

- Preparation of financial statements and support schedules.
- Accounts Receivables and payables.
- Prepare, operate and update Document Control Procedures in line with the Company's Document Management System.
- Produce and maintain Document Progress Reports
- Prepare Vouchers and cheques for payments
- Bank Reconciliation

SALES INCHARGE

METRO FURNITURE WORLD

FEB 2016 to MAR 2017

Job Profile

- Identifies business opportunities by identifying prospects and evaluating their position in the firm
- Sells products by establishing contact and developing relationships with prospects
- Maintains relationships with clients by providing support, information, and guidance
- Prepares reports by collecting, analysing, and summarizing information
- Maintains quality service by establishing and enforcing organization standards
- Contributes to team effort by accomplishing related results as needed
- Demonstrating and presenting products
- Reviewing sales performance
- Negotiating contracts and deals
- Aiming to achieve monthly targets

SALES & MARKETING EXECUTIVE**BOMBAY DYEING,INDIA**

MAY 2013 to JUL 2015

Job Profile

- Selling the company products and achieving the set monthly target.
- Attain customer feedback to the company.
- Maintain company's corporate image.
- Establishing and Maintaining Interpersonal Relationships
- Organizing, Planning, and Prioritizing Work
- Resolving Conflicts and Negotiating with Others - Handling complaints, settling disputes, and resolving conflicts
- attending trade exhibitions, conferences and meetings

EDUCATIONAL QUALIFICATIONS

- BACHELOR OF BUSINESS MANAGEMENT – KANNUR UNIVESITY
 - 2010 - 2013
- DIPLOMA IN COMPUTERISED ACCOUNTING

PERSONAL PROFILE

Date of Birth	:	June 23,1990
Nationality	:	Indian
Gender	:	Male
Marital Status	:	Single
Passport No	:	J2670013
Languages	:	English, Hindi, Tamil, Malayalam
Driving license	:	Valid UAE driving license

DECLARATION

I hereby declare that all the particulars mentioned above are true to my best knowledge and I assure that I am willing to work in your esteemed organization with great enthusiasm.

Mohammed Asif Ali Farook