

## **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