



SABEER ABDUL MAJEED

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Dubai - UAE



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04-03-1991



Summary

A young and energetic commerce graduate with diverse exposure in the fields of Customer Service, Coordination, sales, Finance & Accounts, Hospitality and Management. A team player with excellent interpersonal and communication skills and ability to remain motivated and work under pressure. Presently looking for a challenging role that offers avenues for professional & personal growth and opportunities for utilizing academic and social skills for success of the organization.

Experience

May-2020-Nov-2020

Asian Surgicals - Kerala (India)

Marketing & Sales Manager

- ❖ Primarily responsible for meeting Orthopedic Surgeon and exceeding our Implants sales.
- ❖ Communicate with current and new surgeons regarding variety of product, updates and changes to product portfolio.
- ❖ Assisting the surgeons in OT during implants Surgeries.
- ❖ Building and maintaining strong relationship with Surgeon and other contacts.
- ❖ Maintains account records and report activities as required by the company.
- ❖ Place orders to refill the stock and notify the company regarding any issues with the implants.
- ❖ Trained and Developed new sales team associates in products, and company procedures.

Jan-2017- Jan-2020

Air Arabia - Dubai

Customer Service & Transport Coordinator

- ❖ Advanced Travel & Tourism (Dedicated to Air Arabia)
- ❖ Well-versed in Accel Aero (Ticketing)
- ❖ Supervision of staff and customers in proper functioning.
- ❖ Performing various tasks as and when assigned by line managers.
- ❖ Collection and maintains account records as per system.
- ❖ Ensuring and maintain safety of customers (boarding/deplaning, loading/unloading).
- ❖ Maintain and coordination of transportation among all the branches.
- ❖ Providing proper briefing and training to staff regarding updated policies and regulations.
- ❖ Arrangement and coordination of bus as per the availability or when needed in case of emergency.
- ❖ Coordinating With All the Driver & Airport & Cargo Staff.

Aug-2015- Apr-2016

VAN HEUSEN -Kerala (India)

Sales Executive

- ❖ Independently handling Day to Day System Operations of the Store In POS System.
- ❖ Create and update inventory items, promotions, discounts, etc. in the POS System.
- ❖ Prepare inventory, membership, and financial reports.
- ❖ Maintain Pos Membership and Inventory Database.

- ❖ Ensuring a safe clean and inviting environment for customers and employees.
- ❖ Troubleshoot and diagnose technical problems and work with POS vendors.
- ❖ Communicating new product features and related information.
- ❖ Making follow up calls to gauge customer satisfaction..

Jul-2013- Jun-2014 Real Computer Academy - Kerala (India) Part time Junior Accountant

- ❖ Accounting the purchases, sales, and journal vouchers.
- ❖ Filing accounting vouchers for Audit.
- ❖ Preparation of Financial statements from Trial Balance to comply with statutory regulations.
- ❖ Preparation of Bank Reconciliation statements.
- ❖ Preparation of budgets and exercising budgetary control.
- ❖ Preparation of Manufacturing accounts.
- ❖ Preparation of debtors & creditors ageing report.
- ❖ Working capital management.

 **Skills**

- ❖ Good Communication Skill
- ❖ Strong Team Work Ability
- ❖ Sense Of Responsibility
- ❖ Organisational Skill
- ❖ Creative Thinking
- ❖ Self Motivated
- ❖ Supervision
- ❖ Leadership

IT Skills

- ❖ MS Office
- ❖ Tally (9,ERP)
- ❖ Adobe Photoshop
- ❖ Accel Aero
- ❖ GALILIO
- ❖ POS

 **Education**

Academic Qualifications

- ❖ B.Com – Computer Applications from Pilathara Arts & Science College, Kannur University, 2011-2014.

Professional Qualifications

- ❖ Diploma in Aviation, Hospitality & Travel Management from Frankfinn Institute of Air Hostess Training, Kochi - 2015-2016
- ❖ Advanced Diploma in Financial Accounting from Real Computer Academy, Payyanur.- 2013

Personal Details

- ❖ Gender ○ Male
- ❖ Citizenship ○ Indian
- ❖ Passport Detail ○ S 9773227
- ❖ Marital Status ○ Married
- ❖ Driving License ○ No:-3891937
- ❖ Visa Status ○ Visit

Language

- ❖ ENGLISH
- ❖ HINDI
- ❖ MALAYALAM