



MOHAMMED SALIM

Sales Coordinator / Office Administrator

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Doha -Qatar

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PROFILE

To achieve career progress with the dynamic industry by accepting and executing challenging duties, continuously learning and developing new skills while contributing towards the objectives of the organization through utilizing my personal strengths, technical skills and knowledge acquired through work experience.

EXPERTISE

- ✓ Tally ERP9
- ✓ Microsoft Office
- ✓ Route pro
- ✓ Oracle

SKILLS

- ✓ Financial reporting
- ✓ Full-cycle accounting
- ✓ Negotiation
- ✓ Critical thinking
- ✓ Active listening
- ✓ Interpersonal skills
- ✓ Time management

WORK EXPERIENCE

SALES COORDINATOR

MARMUM DIARY – ABUDHABI UAE | NOVEMBER 2021 – JUNE 2022

- Prepared contracts, conducted sales reports and developed, also implemented new strategies to increase sales.
- Maintained all sales records, performance data entry tasks and provided excellent customer service.
- Petty cash handling for unexpected delivery and sales.
- Checking & inspecting the accuracy of product (following the FIFO standard).
- Assisted the payroll department.
- Handling / managing the warehouse staff and delivery team.
- Arrangement of vehicle / coordinate with customer as per the plan and following the operation till to reach customer and taking customer feedback.

ADMINISTRATOR CUM ACCOUNTANT

COMFY BUSINESS CLASS HOTEL-BANGALORE INDIA | JULY 2022 – JULY 2023.

- Performed data entry of financial transactions, invoices, and payments using QuickBooks and Excel.
- Organized and maintained records, files, and reports for multiple accounts and projects.
- Managed time efficiently and met deadlines for monthly, quarterly, and annual financial reports and audits.
- Used Microsoft Office, Outlook, and PowerPoint to create and present financial reports and documents.
- Provided customer service and support to clients and vendors via phone, email, and chat.
- Marketing and selling properties to potential buyers.
- Negotiating prices and terms with sellers and buyers.
- Performing market analysis and research to estimate property values.
- Preparing and processing contracts, deeds, and other paperwork.
- Developing and maintaining networks with clients, vendors, and other professionals.

LANGUAGES

- ✓ English
- ✓ Hindi
- ✓ Arabic
- ✓ Malayalam
- ✓ Tamil

PERSONAL DETAILS

Nationality : Indian

Passport No : C2517367

Expiry Date : 03/09/2034

CUSTOMER SERVICE EXECUTIVE

ADNOC DISTRIBUTION – AL AIN UAE | JULY 2018 – OCTOBER 2021

- Greeting customers who enter the shop and answering queries from customers.
- Receiving and storing the delivery of large amounts of stock with daily cash management.
- Responsible for dealing with customer complaints.
- To capable to handle the currency knowledge with further updating, managing and observing the fake currency.

EDUCATION

- BACHELOR OF COMMERCE – CALICUT UNIVERSITY | 2016
- HIGHER SECONDARY EDUCATION – KERALA UNIVERISTY | 2013
- HIGH SCHOOL – KERALA UNIVERISTY | 2010

CERTIFICATION

- MICROSOFT PACKAGE