



Mohammed Fasiuddin Junaid

EXPERIENCE

January 2022 - Current

**Commercial Sales Representative ABDUL ZAHIR BASHIR
GENERAL TRADING LLC | Dubai, Dubai**

- A commercial sales representative typically has a wide range of responsibilities, which can include:
- Maintaining customer relationships by following up with clients after an initial sale has been made, offering advice about new products or services that may be of interest
- Establishing rapport with potential clients through phone calls and face-to-face meetings to identify needs and determine solutions
- Creating and maintaining relationships with current clients and contacts within the industry to increase business opportunities
- Presenting proposals to prospective clients in an effort to secure new business
- Performing administrative tasks such as ordering supplies and preparing invoices
- Developing and presenting new product lines or services to existing clients
- Negotiating prices and terms of sale with clients in order to close deals
- Selling products or services to businesses or individuals through in-person presentations or over the phone
- Creating proposals for new products or services based on client needs and desires by visiting African countries.
- Managed sales process from end-to-end, including delivery to cargo and export, ensuring maximum customer satisfaction.
- Created and managed invoices on organizational systems for tracking and accountability purposes.

June 2020 - July 2021

HR Executive Wings World Loyalty Card Services JOB | Dubai

- Assist with day-to-day operations of the HR functions and duties
- Compile and update employee records (hard and soft copies)
- Process documentation and prepare reports relating to personnel activities (staffing, recruitment, training, grievances, performance evaluations etc.)
- Coordinate HR projects (meetings, training, surveys etc.)
- Deal with employee requests
- In payroll preparation by providing relevant data (absences and leaves)
- Properly handle complaints and grievance procedures
- Coordinate communication with candidates and schedule interviews
- Conduct initial orientation to newly hired employees.

June 2018 - March 2020

Assistant Accountant Reliance Hub Tours and Travels | Dubai, Dubai

- Responsibilities include reviewing and reconciling accounts,

Deira, Dubai, United Arab Emirates

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PROFESSIONAL SUMMARY

I am ambitious with strong academic background, excellent communication skills and good understanding in the field of Management & handle client expectations with the best potential for the benefit of the Organization. I am an enthusiastic, open minded and has the required potential. I have the ability to quickly identify opportunity to reduce waste and inefficiency. Currently I am looking for a position with company like yours that provides a stimulating and challenging environment.

CORE QUALIFICATIONS

- Payroll management
- Employee relations
- Employment contract management
- Vacancies advertising
- Sales strategies
- Face-to-face selling
- Strong communication skills, both verbally and written.
- Good typing skills
- Tally ERP9
- Lead qualification
- MS Office
- Active listening skills
- Highly skilled communicator

ADDITIONAL INFORMATION

- Religion : Muslim
- Nationality : Indian
- Passport Number : V 3189937
- Date of Issue : 24.09.2021
- Date of Expiry : 23.09.2031
- Place of Issue : Hyderabad, India

processing payments to external partners and maintaining updated records of invoices and receipts

- Manage obligations to suppliers, customers and third-party vendors
- Process bank deposits and Bank report updating on daily basis
- Prepare Tax invoices for the members
- Contact clients and send reminders to ensure timely payments
- Submit VAT forms
- Report on the status of accounts payable and receivable
- Update internal accounting databases of clients
- Payroll, HR and staffing issue

November 2015 - January 2018

Retail Cashier FATHIMA GROUP OF COMPANIES I | Abu Dhabi

- Ensure smooth day to day operations of the Customer Service Promoted sale prices and promotions and redeemed coupons to offer competitive prices and boost customer loyalty.
- Managed efficient cash register operations, including scanning items, processing payments and issuing receipts.
- Handled high-volume credit and cash transactions using Point Of Sale (POS) systems efficiently.
- Worked overtime shifts to maintain optimal workflow during busy periods or times of unexpected high volume.
- Trained new team members in cash register operation, stock procedures and customer service.
- Reconciled POS system reports to identify and correct cash-handling errors and reduce discrepancies.
- Processed refunds and exchanges at customer service desk.

EDUCATION

2017

Master of Business Administration | HR/Marketing

Osmania University, Hyderabad, India

2012

B.com | Comp

Anwar-ul-loom college Osmania University, Hyderabad, India

LANGUAGES

- English, Urdu, Hindi and Arabic.

CERTIFICATIONS

- United Arab Emirates Driving License
- License No. 4441864
- Place of Issue : Dubai