

MUHAMMED ABDUL AZEEZ

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Aiming to leverage proven multi-tasking, management, and critical thinking skills along with the knowledge of the Accounting Industry and to gain practical experience at the start of my career by successfully using my proficiencies to meet the business needs at your Company.

EDUCATIONAL QUALIFICATIONS

- ACCA Diploma in Accounting and Business

Degree

- Oxford Brookes University [Distance Education]

United Kingdom

BSc (Hons) in Applied Accounting [Expected Graduation 2023]

High School

- EMJAY HSS, Villiappily

12th Graduate.

WORK EXPERIENCE

Sales executive - Jabal Al Noor International trading

(November 2020 – Current)

- Conduct market research to identify selling possibilities and evaluate customer needs.
- Actively seek new sales opportunities through cold calling, networking and social media.
- Set up meetings with potential clients and listen to their wishes and concerns.
- Prepared and delivered appropriate presentations on products and services

Supervisor [Surface Water Project of Ashgal Qatar] - Applus Velosi

(September 2019 -April 2020)

- Accomplished department objectives by supervising staffs including organizing and monitoring the work progress.
- Accomplished staff job results by coaching, counselling, and disciplining employees.
- Planned, monitored, and appraised job results.
- Maintained safe and healthy work environment by establishing and enforcing organization standards and adhering to legal regulations.

SKILLS AND COMPETENCIES

- Having a mathematical mind with good analytical skills
- Knowledge about budgeting, forecasting and Internal and External Auditing Procedures
- Able to co-ordinate and manage all aspects of Microsoft Word, Excel, Access and PowerPoint.
- Can produce Sole Trader ship, Partnership and Limited Company Accounts from both manual and computerized records.
- Able to prioritize individual workloads according to deadlines
- Understanding of Accounting Regulations and Standards

PERSONAL SKILLS

- Good Communication skills
- Team Player
- Team Management
- Attention to detail
- Problem solving

CREDENTIALS

Qatar valid driving license - 29835608157