

USHAR.M

ACCOUNTANT ASSISTANT, SALES MAN OUT DOOR AND
INDOOR, SALES COORDINATER. STORE KEEPER, DRIVER



CONTACT

+974 60056505
usharaarav@gmail.com

ACADEMIC CREDENTIALS

BACHELOR OF COMMERCE

- Kerala University

HIGHER SECONDARY

- Board of Higher Secondary Examination, Kerala, India

SSLC

- Board of Public Examination, Kerala, India

TECHNICAL QUALIFICATION

Diploma Course (Tally, Peachtree, MS Office & Internet Application)

COMPUTER PROFICIENCY

MS Office	★★★★★
Tally/ Peachtree	★★★★★
Basic Operation	★★★★★
Internet & E- Mail	★★★★★

LANGUAGES KNOWN

English	90 %
Malayalam	100 %
Hindi	90 %
Tamil	60 %

CAREER ABRIDGEMENT

To achieve a challenging position in a professional organization through self - improvement by excelling in all responsibilities with sincere hard work, dedication & commitment. To work towards the development of the organization & grow with it.

KEY SKILLS

Team Work	Work Ethic	Building Relationships	Customer service
Organization skills	Time Management	Interpersonal ability	
Detail Oriented	Knowledge of regulatory standards	Analytic Skills	

EMPLOYMENT CHRONICLE (20 Years' Experience)

- SALES MAN 2023 TO AUG 15 2024
REDOX INTERNATIONAL COMPANAY WLL
- SALES COORDINATOR | 2020 – 2022
AL – SHAMAL CAR TIRES, DOHA, QATAR
- SALES MAN OUT DOOR AND INDOOR | 2017 – 2020
DUBAI MAINTAINCE CONTRACTING & TRADING, QATAR
- SALES MAN|ACCOUNTANT ASSISTANT 2006 – 2017
DUBAI CAR WHEEL CO.LTD DOHA, QATAR
- ACCOUNTANT | 2003 – 2006
THAGALEKSHMI TAX CENTER, KOLLAM, KERALA, INDIA


KEY RESPONSIBILITIES


- Setting individual sales targets with the sales team.
- Tracking sales goals and reporting results as necessary.
- Overseeing the activities and performance of the sales team.
- Coordinating with marketing on lead generation.
- Achieve growth and hit sales targets by successfully managing the sales team.
- Design and implement a strategic business plan that expands company's customer base and ensure its strong presence.
- Helping the sales team to improve their productivity by contacting customers to arrange appointments and ensuring all Sales Representatives have high-quality, up-to-date support material.
- Handling urgent calls, emails, and messages when sales representatives are unavailable, answering customer queries, informing them of delays, arranging delivery dates, and


PERSONAL STRENGTHS

- **COMMUNICATION** - Interpersonal skills – verbal, problem solving and listening skills in any administrative role.
- **SERVICE** - Having a customer focused approach Skills include Patience, Attentiveness and a positive language.
- **ORGANIZATION** - Helping others, organizing a to-do list. Prioritizing tasks by the deadline for improving time -management.
- **MANAGEMENT** - Management skills to direct others and review others performance.

INTERESTS


Songs


Travelling


Reading

REFERENCE

- Available upon request

- Own recruiting, objectives setting, coaching and performance monitoring of sales representatives.
- Build and promote strong, long-lasting customer relationships by partnering with them and understanding their needs.
- Ensuring payments, amounts and records are correct.
- Recording and filing cash transactions.
- Publish financial statements in time.
- Handle monthly, quarterly and annual closings.
- Reconcile accounts payable and receivable.
- Ensure timely bank payments.
- All bank dealings handled too well including WPS

PERSONAL DOSSIER

Gender : Male
Date of Birth : 25/04/1981
Nationality : Indian
Marital Status : Married
Passport Number : M4813210

DRIVING LICENSE DETAILS

Holder of Valid **INDIAN** Driving License
License Number : 28135608927
Holder of Valid **QATAR** Driving License

DECLARATION

I hereby declare that the above-mentioned information is true and I bear the responsibility for the correctness of the above-mentioned particulars.

USHAR.M