

# AYAZ ABDUL KHADER

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📍 Madina Khalifa North, Doha, Qatar

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🚗 Valid Qatari Driving License – Light Vehicle



## PROFESSIONAL SUMMARY

Motivated and detail-oriented Accountant cum Sales Coordinator with over 1 year of experience in managing accounting processes, customer interactions, and sales operations. Proven ability to handle invoicing, bank reconciliations, and client relationship management. Aiming to leverage my skills in a dynamic and fast-paced organization to contribute toward operational efficiency and sales growth.

## WORK EXPERIENCE

- Accountant cum Sales Coordinator  
(Reliance International Hydraulics & Oilfields supplies, India.)
- **Key Responsibilities:**
  - Performed invoice verification and monthly bank reconciliations.
  - Maintained records of employees, office supplies, and store inventory.
  - Built strong customer relationships through regular communication and visits.
  - Conducted product demonstrations and explained vehicle features to clients.
  - Identified customer needs, discussed budgets, and negotiated pricing.
  - Assisted clients with finance and documentation processes.
  - Addressed and resolved customer concerns, ensuring satisfaction.

## EDUCATION

- Bachelor of Arts, Govt. First Grade College, Mudipu, Mangalore University – 2018
- 12th Grade, Govt. Pre-University College, Department of Pre-University Education – 2015
- 10th Grade, Govt. Composite High School – KSEEB – 2013

## **TECHNICAL SKILLS**

- Tally ERP
- MS Office Suite (Excel, Word, PowerPoint)
- Basic Financial Reporting
- Email and Calendar Management
- Sales CRM Tools (basic knowledge)

## **KEY SKILLS**

- Strong Interpersonal & Communication Skills
- Customer Relationship Management
- Time Management & Multitasking
- Negotiation and Persuasion
- Organizational and Inventory Handling
- Ethical, Self-Motivated, and Adaptable
- Presentation Skills
- Problem Solving & Conflict Resolution

## **LANGUAGES**

- English
- Hindi
- Malayalam
- Urdu

## **PERSONAL DETAILS**

Date of Birth: 02-11-1997

Gender: Male

Marital Status: Single

Nationality: Indian

## **DECLARATION**

I hereby declare that all the above information is true and correct to the best of my knowledge and belief.

Place:

Date:

Signature: