



MUHAMMED AKBAR A M

Sales and Marketing

I thrive in challenging situation and enjoy problem solving. Seeking a challenging and rewarding job in your esteemed organization, where I can fully utilize my skills and experience and prove myself as sincere and hard worker, honest and provide my full efforts to fulfill the requirements of company as highly as possible.

Visa Validity : Until 20th November 23

Contact

Phone

+971 557309196

Email

mhdakbar9633@gmail.com

Education

2016

B com

William Carey University

2008

Senior Secondary

State Govt. of Kerala

Expertise

- Microsoft Office
- Tally ERP
- Quick Books
- Windows Operating
- Salesforce

Language

English

Malayalam

Hindi

OCT-2020 / DEC-2022

A4 Cold Store, Oman

Sales and Administration

- Receiving and processing purchase orders
- Contacting customers by phone or email to answer queries and obtain missing information.
- Maintaining and updating sales and customer records.
- Compiling monthly sales reports.
- Identifying new products to add to those on offer.
- Supporting the sales department with other administrative tasks, if requested

JUN-2019 / Sep-2020

National Electricals & Aluminium

Accountant

- Overall responsibility for all accounting transactions per the laid down internal controls.
- Accounting works and preparation and finalization of financial reports & statements
- Examining the bank statements and reconciling them with general ledger entries
- Examine various financial documents and reports with books of accounts.
- Assist in preparation and finalization of financial Reports and Financial Statements
- Evaluation of clients accounting and internal controls system and compliance testing
- Identify and Communicate accounting and audit matters to senior members of the team

Mar-2017 / Jun-2018

Reef Al Falaj Trading, Bahrain

Sales and Administration

- Maintaining and updating sales and customer records.
- Identifying new products to add to those on offer.
- Compiling monthly sales reports.
- Maintaining and updating sales and customer records.

Personal Profile

- **Passport No** : N9066885
- **Gender** : Male
- **Nationality** : Indian
- **Marital Status** : Single

Strength

- Result Oriented
- Good Communication Skill
- Positive Thinker
- Desire to Self Improvement