

MUHAMMED FASIL .TP
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Career Objective

Seeking to excellence my careers in a highly sophisticated job atmosphere that help me
Contribute to the goal of the organization bring growth in me and organization

Work Experience

Salesman cum Driver :RAYAT AL MADINA GENERAL TRADING LLC
(2021 Nov-2023 July) Dubai&ajman

Key Responsibilities

- Being attentive to every customer's needs.
- increased sales within a few months.
- Performing clerical duties such as writing root planning,
- Preparing customer outstanding.
- cash handling accuracy, with zero overages, shortages month over month.
- Displayed a positive, helpful attitude on a daily basis that was Consistently praised by customers and employer alike.
- Responsible driver.
- Time management skills.
- Perfect attendance record.
- Punctual and reliable.
- Knowledge of traffic and safety laws.

Accountant & sales man :SHALIMAR AUTOMOBILES(2019 Aug-2021Oct)
malappuram,kerala

Key Responsibilities

- Recording daily business transaction entries.
- Recording of various information's using MS Excel.
- Analyze financial information and summaries financial status.
- Assist with audit and vat filing.
- Assist in developing stock orders.
- Manages the quotation process for all parts sales.
- Identified and sold parts to customers as well requested by the mechanics.

Key skills

- Administration and Management
- Customer service Management
- Focused and confident with positive attitude.
- Good Observer and Time Management
- Excellent Communication skill and good customer relationship skills
- Excellent knowledge in MS Office
- Negotiation and decision making

Educational Qualifications

MECHANIC DIESEL in Iti,Ncv
DIFA Computerized Accounting
PLUS TWO in Kerala Higher Secondary Board
SSLC in Kerala Secondary Board

Personal Details

Date of Birth	:	10 th may 1997
Gender	:	Male
Nationality	:	Indian
Marital Status	:	Single
Languages	:	English, Hindi, & Malayalam
Visa Status	:	Employment Visa

Holding Valid Uae Manual Driving License