**RESUME**

**BILAL SHARAFUDHEEN**

**Email:** [bilalps1994@gmail.com](mailto:nsujanarao@gmail.com)

Ph: **+971 547631800**

**Summary**



**Accounts Executive** & Administrator Assistant with overall 3 years of experience and profound knowledge in organizing and managing at all levels seeking for an opportunity to serve in your organization for **immediate joining**.

**Skills**



* Communication & Interpersonal Skills
* Office Management
* Budget management
* Project Management Skills
* Research & Strategy
* Computer Skills
* Business Intelligence
* Advanced Excel
* Strong Customer Service skills
* Detail Oriented and Active Listener
* Corporate Communication
* Work Under Pressure
* Photography

**Work Experience**



Worked as Administrator Assistant for Finance department with **DRY DOCKS WORLD, DUBAI.**

* Answer and direct phone calls
* Organize and schedule meetings and appointments
* Maintaining MIS Reports, Department Payroll, Visa Process.
* Produce and distribute correspondence memos, letters, faxes and forms
* Assist in the preparation of regularly scheduled reports
* Develop and maintain a filing system
* Order office supplies
* Book travel arrangements
* Submit and reconcile expense reports

**ACCENTURE, INDIA (2016-2018)**

Worked as Accounts Executive with **Accenture, India.**

* Create detailed business plans designed to attain predetermined goals and quotas
* Manage the entire sales cycle from finding a client to securing a deal
* Unearth new sales opportunities through networking and turn them into long-term partnerships
* Present products to prospective clients
* Provide professional after-sales support to maximize customer loyalty
* Remain in regular contact with your clients to understand and meet their needs
* Respond to complaints and resolve issues to the customer’s satisfaction and to maintain the company’s reputation
* Negotiate agreements and keep records of sales and data
* Staying current on company offerings and industry trends.
* Handling complaints and negotiations.
* Maintaining a database of contact information.

**Scholastic Record**



* **Bachelor of Business Administration (Finance)** (2013-2016)

**Personal Details**



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| --- | --- | --- |
| First Name | : Bilal Sharafudheen | |
| Nationality | : | Indian |
| Date of Birth | : | 24-DEC-1994 |

Languages : English, Hindi, Arabic, Malayalam.

***Declaration***



Bilal Sharafudheen do here by state that, all the above information given by me are true and can be supported by requisite certificates.

**BILAL SHARAFUDHEEN**