

## Contact

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(LinkedIn)

## Top Skills

Accounts & Finance

Sales Operations

Sales Process

Customer Service

## Technical Skills

MS Office

MS Excel

## Languages

English

Arabic

Urdu

Hindi

Punjabi

Kashmiri

## Current Address

BMW Road, Sharjah

## Home Address

Srinagar, Jammu & Kashmir, India  
190002

# Faheem Burgi

Accounts & Sales Executive, Dubai

Currently working as an Accountant & Sales Executive performing various financial and accounting tasks, such as preparing budgets and financial reports, managing accounting records, handling payments, working closely with customers to determine their needs, answer their questions about our products and recommend the right solutions.

## Experience

Najoam Taxes - Automobile Parts

Accounts & Sales Executive

February 2019 - Present (1 year 8 months)

Dubai, United Arab Emirates

Jawaad Automobile

Accounting Associate ( Assisted Accountants and Auditors with administrative, accounting functions )

December 2018 - February 2019 (3 months)

Sharjah, United Arab Emirates

Four Points by Sheraton

Customer Service Representative

September 2017 - December 2018 (1 year 4 months)

Srinagar, Jammu and Kashmir (state), India

Jammu& Kashmir Bank

Human Resources Trainee

November 2016 - December 2016 (2 months)

Srinagar, Jammu and Kashmir (state), India

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## Education

Skill Pro

Basic Computer Course · (2017 - 2018)

GREEN LAND BUSINESS SCHOOL

Bachelor of Business Administration - BBA, Accounting and Finance · (2014 - 2017)