

CURRICULUM VITAE



NAZEEM MOIKKAL

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Communication Address:

Sharjah, United Arab Emirates.

Resident Address

Moikkal (House) Shanthinagar,
vaniyambalam, Malappuram
(Dist) Kerala, India

Personal Data:

Date of Birth: 26/03/1979

Gender: Male

Nationality: Indian

CAREER OBJECTIVE

To be in a position where I can maximize my potentials as a productive and active individual giving quality performance at all times for the attainment of the goal of the organization, I aim to be part of.

EDUCATIONAL QUALIFICATION

- **Bachelor Degree in Arts - BA.** University of Calicut, India
- **Accounting software – Tally and Discos-SAP inventory control software.**

➤ **WITH UAE & OMAN Driving Licenses.**

EXPERIENCE

□ Al Khalij Enterprises – Muscat, Oman

- **Sales Executive (Since March 2018- Oct 2019)**

Job Profile

- Target-oriented sales of Power Tools, automotive tools & Construction Materials.
- Prepare quotations and follow-up on daily basis.
- Keeping accurate records of discussions or correspondence with customers;
- Follow-up and Co-ordinate of payments with concern dept.
- Weekly visit to purchase departments of existing customers and new companies.

□ Doka Saudi Arabia -Jeddah-KSA (Since Jul-2010 – Oct-2017)

- **Operations Assistant, Comm- Assistant, Trasptn- in charge**

Job Profile

- Ensure the pricing is correct
- Work on Arrange Land Transportation for dispatch the delivery.
- Attend training of DISCOS. Daily update in DISCOS.
- Make the annual inventory of both DISCOS and Physical.
- Follow-up and Co-ordinate with yard manager.
- Prepare the delivery note, gate pass and invoice.
- Documentation and hand over the invoices to the sales men.
- Filing of both soft and hard copies of documents.
- Follow-up and Co-ordinate of payments with sales men.
- Prepare Cash vouchers and bank vouchers
- Tracking and follow-up of dispatched deliveries.
- Manage different departments in the store.

Marital Status: Married

Visa Status: Visit visa

Availability: Immediately

Passport Details

Passport No: P0035449

Date of Expiry: 19/06/2026

Permanent Address

Moikkal (House) Shanthinagar,
vaniyambalam, Malappuram
(Dist) Kerala, India

Languages

English, Arabic, Hindi &
Malayalam.

Interests

Badminton, Football, Driving

❑ HITACHI Power Tools – Dubai, UAE –Nov 2007- Dec 2009

Sales Executive : [Job profile]

- Target-oriented sales of Power Tools & Construction Materials.
- Providing help and advice to customers about services.
- Communicating courteously with customers by telephone, email, letter and face to face.
- Handling customer complaints by telephone or by physical visit.
- Market expansion, and involvement in Marketing and sales promotion activities
- Responsible for Billing, Stock coordination, After-Sales Service Etc.

❑ Al Haqeeqa Import & Distribution Company- RAK -UAE

Marketing in charge & Sales Supervisor (Aug 2004-Sep 2007)

Job Profile

- Formulate pricing policies, ensure pricing. Work on store displays
- Ensure pricing is correct. Work on store displays.
- Evaluate on-the-job performance of sales team.
- Ensure merchandise ready to be displayed clean.
- Ensure items are in stock and maintain inventory.
- Organize sales staff schedules, handle customer complaints.

Summary of Qualification

- Windows Vista, 7, 10 Operating Systems.
- MS. Office [MS. Word & MS. Excel], Internet & E-mail.
- Diploma in Computerized Financial Accounting, Tally, SAP.
- Diploma in Computer Application. English Type Writing.

Skills

- Hard-working, very punctual and committed to the career.
- Polite, well mannered & honest Ready to work under pressure.
- Cheerful, helpful and very good interrelation with the colleagues.
- Motivated, efficient, accurate and detail-oriented.
- Strong analytical and problem-solving abilities.
- Effective written and verbal abilities, fast learning and leadership

DECLARATION

I hereby declare the above-furnished details are true to the best of my knowledge.

NAZEEM MOIKKAL

PLACE: SHARJAH, UAE.

DATE: