



PROFILE:

CONTACT

PHONE:
00971567258274

EMAIL:
muhammadadil_1989@hotmail.com

MUHAMMAD ADIL

CAREER OBJECTIVE

A challenging position with a progressive company that will effectively utilize acquired experience and knowledge. To stand out in the concerned organization with the best of my abilities & skills & to prove myself, strenuously as an asset for the concerned organization, working with utmost sedulity, diligence, honesty, enthusiasm & self-motivation.

EDUCATION

(Phoenix University) 2013
ACCA at the skills level

(Preston university collage, Ajman U.A.E.) 2012
FIA (F1, F2, F3)

(Preston university collage, Ajman U.A.E.) 2011
CAT (All paper clear 1 to 7)

(Pakistan Islamia School U.A.E.) 2010
Higher secondary school

WORK EXPERIENCE

Eventis Marketing L.L.C. (Product Promoter)
(2019 - up till date)

- Opened, shelved and merchandised new products in visually appealing and organized displays for optimal sales promotions.
- Met customers and offered assistance with selecting merchandise, finding accessories and completing purchases.
- Assisted customers with signing up for store loyalty programs and provide details about key benefits.

Neena And Amber Feroz Fashion (Accountant)
(2016– 2019)

- Collected and arranged information and entered details into computer database.
- Maintained up-to-date knowledge and operated in accordance with tax codes, legislation and tax programs.
- Generated and submitted invoices based upon established accounts receivable schedules and terms.
- Tracked financial progress by creating quarterly and yearly balance sheets.
- Processed payroll and calculated deductions by accurately using [Software] to secure payment traceability.

Al Taj Advertisement R.A.K U.A.E. (Product promoter)
(2014–2016)

- Assisted customer with product knowledge and uses.
- Brand like Blackberry, Microsoft, Nokia, Alcatel and Tcl.

City Horizon Events Management Dubai U.A.E. (Marketing Representative)
2013– 2014

- Oversaw work of interns responsible for social media posts and online copywriting.
- Maintained complete database of all files, contacts and project materials.
- Created professional business correspondence, spreadsheets and presentations.

Belkin (Merchandiser)
(2011)

- Displayed appropriate signage for products and sales promotions.
- Arranged items in favorable positions and areas of shop for optimal sales.
- Ran weekly and monthly strategy reports to analysis business trends and make recommendations.
- Carried out day-day-day [Type] duties accurately and efficiently.

GITEX (Sales man)
(2010)

- Worked directly with [departments, clients, management] to achieve [result].
- Delivered an exceptional level of service to each customer by listening to concerns and answering questions.
- Responsible for creative design for prominent [project].

IT SKILLS

- **Plat forms Known-** Windows 95, 98, 2000, Vista, XP, Windows 7, 8, and Windows 10.
- **Applications-** MS Word, Excel, PowerPoint, Coral draw, INPAGE, Outlook and Internet.