



Sirajuddin K H

Dubai, UAE

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Visa Status : Visit Visa
Position Applied : Sales Executive /Assistant Accountant/
 Administrative Assistant/

OBJECTIVE:

To become a part of the organization where I can apply my knowledge, enhance my skill and be able to contribute growth and success of the organization. 7 years of rich and comprehensive experience as Sales Executive cum Admin assistant in different companies in India . Now looking for a suitable position with a company which offers genuine room for progression and where I can make a significant contribution

AREAS OF EXPERTISE

Strategic planning
Attention to details
Multitasking
Customer service
Maximizing sales
Problem solving
Administration skills

EDUCATIONAL QUALIFICATION

- **Bachelor of commerce** : Mangalore University, India
- **Pre-University** :Govt.PU College, Udupi,India
- **SSLC** :Govt.High Sec. School Kerala,India

SOFTWARE SKILLS

- Ms Excel
- Ms power point
- Outlook
- Ms Word
- Tally Erp

PERSONAL DETAILS

D/O/B: 27/MAR/1991
Gender: Male
Nationality: Indian
Marital Status: Married
Languages: English, Hindi,
 Malayalam,Tamil,
 Kannada.
Passport No.: W2351924

WORK EXPERIENCE

- ❖ **Sales Executive**
 - May .2015- Jun 2019 ,Malabar Fashion gold,Udupi ,India
- ❖ **Accountant**
 - Oct 2019 - April 2022, Cotton Choice Retail Shop, Udupi, India

❖ **Major Responsibilities and Duties as Sales Executive:**

- Greets and meets customers on arrival at the shop
- Presents the customer with the needed jewelry and provides information, such as pricing; stones,cuts and gives a discount.
- Perform cashiering duties such as providing the cashier information relating to the weight of a piece or set of jewelry purchased by a customer, and processing credit card and cash transactions.
- Helps to facilitate payments after every purchase.
- Perform Admin work like sending quotation to dealers , preparing purchase order,Invoices,
- Takes charge of all the inventories in the shop by entering them into the computer system.Maintain all financial transaction effectively and efficiently too.
- Helps in the daily display of all items that are available for sale in the shop.
- Entertains customers and answers questions respectfully.
- Ensures regular increase in sales of jewelry products.
- Achieves goals set by the employer.
- Introduces sales promotion to customers so as to entice them to make purchases.
- Ensures that products are well arranged in orderly manner.

❖ **Major Responsibilities and Duties as an Accountant:**

- Manage all accounting transactions.
- Handle monthly, quarterly and annual closings
- Processing tax payments and return
- Processing employee expenses
- Costing for projects
- Data gathering
- Receiving and storing invoices
- Prepare asset, liability, and capital account entries by compiling and analyzing account information
- Document financial transactions by entering account information
- Summarize current financial status by collecting information; preparing balance sheet, profit and loss statement, and other reports

I hereby declare that the above-given information is correct to my best of knowledge and belief.

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