

# CURRICULUM VITAE



**MAHFOODH THOTTUNGAL**  
**M.B.A. FINANCE WITH**  
**INTERNATIONAL BUSINESS**

**Mobile: +971-505816778**

**E-mail:**

mahfoodhthottungal@gmail.com

## Personal Data

Date of Birth	19.09.1995
Father's Name	Abdul Khader
Sex	Male
Nationality	Indian
Religion	Muslim
Marital Status	Single

- Passport No. L9139775
- Issued Date : 12.05.2014
- Expiry Date : 11.05.2024

## Language Known

### *To Speak:*

English,  
Arabic,  
Malayalam  
Hindi

### *To write:*

English,  
Arabic  
Malayalam  
Hindi

## Overview

Commerce graduate and 1 Year of accounting with sales experience and 1year of Assistant professor experience with comprehensive knowledge and practices

## Experience

### **SALES EXECUTIVE (2021 March to Present)**

**NELLARA RTC-ROSE FLOWER GEN. TRDG. LLC.**  
**DUBAI. U.A.E.**

- Listening to customer requirements and presenting appropriately to make a sale.
- Maintaining and developing relationships with existing customers in person and via telephone calls and emails.
- Cold calling to arrange meetings with potential customers to prospect for new business.
- Responding to incoming emails and phone enquiries.
- Acting as a contact between a company and its existing potential markets.
- Negotiating the the term of an agreement and closing sale.
- Gathering markets and customer information.
- Presenting the product or service in a structured professional way face to face.
- Reviewing team sales performance, and aiming to meet or exceed targets.
- Verifying invoices and clearing the bills

**ACCOUNTANT CUM SALES (2019 OCT -2020DEC)**  
**WESTERN TENTS AND TRAVEL ACCESSORIES.**  
**ABUDHABI , UAE.**

- Preparation of FinancialStatements.
- Preparation of Financial reports,Charts, Tableetc.,.
- Maintaining monthly cash flowstatement.

# CURRICULUM VITAE

## Technical Skill

Microsoft Office

Tally Erp

Gulf VAT

SAP

GST

Peach Tree

Quick Books

## Non-Technical Skill

Adaptable to change

Attention to detail

Communication skill

Representation Skill

## UAE Driving License

- License No:2667223
- Issued Date : 05.04.2021
- Expiry Date : 04.04.2023

- Preparing and maintaining inventory system..
- Responsible for stock and System Reconciliation.
- Filling VAT (Tax) on the firm

## ASSISTANT PROFESSOR(2018MAR-2019SEPT)

SYNCHRO SERVE-DDUGKY.Perithalmanna,Kerala,India

- Effective classroom teaching
- Developing curricula and delivering course material
- Continuous development of the curriculum through assessment
- Setting and grading assignment, tests and exams
- Participation in departmental committee work
- Academic advising and assisting with students recruitment, interviews and academic counseling sessions

## Education

- **Master Degree ( MBA )** M.G University 2018  
Finance with International Business

## Professional Training

- Internship at AM Honda, Perinthalmanna, Kerala, India.
- Organization study at Tip Top, Kottakkal, Kerala, India.
- Internship at KAICO Ltd, Trivandrum, Kerala.
- Internship at Future Retail Ltd.
- Internship at RAVSAN VENTURES Pvt. Ltd.
- Industrial Visit at RUBCO at Kannur
- Industrial Visit at Malaysia UNITAR International University

## Declaration

I hereby declare that the information provided above is factually true and correct to the best of my knowledge and belief and if given an opportunity will exhibit my best and most creative efforts at all times.

Place:

Date:

**MAHFOODH THOTTUNGAL**

CURRICULUM VITAE

--	--