



PROFILE

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/services and recommend the right solutions.

My objective is to make positive contribution as part of your dynamic and well reputed organization in a position where my management, decision making and communication skills will be appreciated and enhanced.

CONTACT

PHONE:
971 56 741 1610 | 971 55 819 5251

CURRENT ADDRESS:
BMW Road, Sharjah

EMAIL:
faheemburgi@gmail.com

PERSONEL INFO

Gender : MALE
Nationality : INDIAN
D.O.B : 11/04/1996
Visa Status: Employee Visa

FAHEEM BURGHI

Accounts & Sales Executive, Dubai, UAE

QUALIFICATION

Bachelor of Business Administration – BBA (Accounting & Finance)
2014 - 2017
Green Land Business School

CERTIFICATION

6 Month Diploma in Computer Education
Apr 2017 – Oct 2017
Skill Pro

UAE WORK EXPERIENCE

Accounts & Sales Executive - Najoam Taxes - Automobile Parts
Feb 2019–Present
Dubai, United Arab Emirates

Accounting Associate - Jawaad Automobiles
Dec 2018 – Feb 2019
Sharjah, United Arab Emirates

INDIA WORK EXPERIENCE

Customer Service Representative - Marriott International
Sep 2017 – Dec 2018
Srinagar, Jammu & Kashmir (UT), India

Human Resource (HR) Trainee - Jammu & Kashmir Bank
Nov 2016 – Dec 2016
Srinagar, Jammu & Kashmir (UT), India

PROFESSIONAL SKILLS

- Accounts & Finance
- Sales Operations
- Customer Service
- MS Word/ Excel/ PowerPoint
- General ERP Software
- Positive thinking, self-motivated and flexible
- Well experienced with use of internet
- Team Player

LANGUAGES

- English
- Arabic
- Urdu
- Hindi
- Kashmiri