



ZAMEER AHAMMAD

Accountant

Seeking a challenging competitive and professional environment to enrich my Knowledge and Contribution to Organizational goals to the best of my ability.

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📍 Dubai, UNITED ARAB EMIRATES

WORK EXPERIENCE

EL BAGOUR TRADING CO LLC (DUBAI) ACCOUNTANT (TALLY)

09/2019 - 12/2021

Achievements/Tasks

- Account maintaining for the activities such as sales invoice.
- Experience I computerized and manual accounts.
- Maintaining pretty cash.
- Preparing bank payment voucher and cheques.
- Receiving the cheques from the customer and record them properly.
- Maintaining and keeping customer's and supplier's records.
- Build relationship with customers to increase likelihood of repeat business.
- Maintain the bank reconciliation.

VERENZI FOOTWEAR OUTLET CO. (OMAN) Indoor sales

04/2018 - 06/2019

ESTERN BEAR TRADING CO LLC (DUBAI) SALES EXICUTIVE (COSMETICS)

05/2016 - 12/2017

Achievements/Tasks

- Greeting costumers in a timely fashion while quickly determined their needs. Recommended merchandise to customer based on their needs and preference.
- Maintained knowledge of current sales and promotions.
- Engaged with customer in a sincere and friendly manner.
- Oversaw Rush order and order changes.
- Resolved problems for customer, warehouses, and carriers.
- Understanding customer's business and listening to customer requirements and presenting appropriately to make a sale.
- Explaining the customer about quality, durability and price negotiations.
- Preparing sales quotation and follow up.
- Responding for contracting customer with any queries or issues related to service or product.

EDUCATION

Bachelor of Commerce Mangalore University

06/2011 - 03/2014

India

SKILLS

Good communication and interpersonal skill

Problem solving skills and to learn new technologies

PERSONAL DETAIL

Personal details

- FATHER NAME: MAQBOOL AHAMMAD
- D.O.B: 25/03/1993
- MARTIAL STATUS: SINGLE
- NATIONALITY: INDIAN
- LICENCE: UAE MANUAL DRIVING LICENSE
- VISA STATUS: VISIT VISA

ADDITIONAL INFORMATION

Proficient in Microsoft office.

Proficient Tally ERP 9

LANGUAGES

English

Full Professional Proficiency

Hindi

Full Professional Proficiency

Kannada

Full Professional Proficiency

Urdu

Full Professional Proficiency

INTERESTS

Book reading

Gaming

Playing outdoor games