

# MUHAMMAD SHAKKIR CH



## CONTACT

**Address:**

Busthan, Ajman, UAE

**Phone:**

+971 568934652

**Whatsapp:**

+918129795566

**Email:**

[shakkirch03@gmail.com](mailto:shakkirch03@gmail.com)

## Languages

English

Hindi

Arabi

## PROFESSIONAL SUMMARY

Looking for a job like as adriver. And 2 year work experience. Takes on challenging new role harnessing interpersonal skills. Collaboration and problem-solving. Driven to deliver high-quality service and consistent results.

## SKILLS

- UAE valid driving liecense
- Sales documentation
- Ms word, Ms excel, Tally, Tradeasy
- Basic computer knowledge
- Data entry
- Social media

## WORK HISTORY

**Driver cum Sales executive**

01/2020 - Current

**Al Samkha Gate Catering Services – Abudhabi , UAE**

- Building relationship with new customers and distributors.
- Maintaining good relationship with existing clients.
- Deal with customer feedback, enquiries, complaints, and refunds
- Liaising with suppliers and manufactures on a daily basis
- Manage shipment and and sales orders

**Accounts Assistant**

08/2017 – 08/2019

**Chettinad Cement Corporation Private Limited.**

- Managed invoices, refunds and returns.
- Prepared Excel spreadsheets to track banking transactions and financial performance.
- Maintained nominal and subsidiary ledgers.
- Performed data processing in MS Excel.

## EDUCATION

**Bachelor of Commerce with cooperation** – Specialized in business and accounting - 2016

**Kannur University** – Kannur – India

**Certified In Computerized Accounting** – specialized in Tally, Peachtree, QB, Tradeasy – 2015

**C-Dit under Govt of Kerala** – Kannur, India