



# THAFSIL WHAHID ABDUL JABAR

## SALESMAN

### CONTACT ME

AL BARSHA 1  
NEAR NOVOTEL HOTEL  
DUBAI

rinsiya.rafi@gmail.com

+971-566375561

### EDUCATION

**SECONDARY EDUCATION**  
INDIAN COMMUNITY SCHOOL, KUWAIT  
APRIL 2002-MARCH 2014

**HIGHER SECONDARY EDUCATION**  
INDIAN COMMUNITY SCHOOL, KUWAIT  
APRIL 2014-MARCH 2016

**BACHELOR'S DEGREE**  
MOTHER ARTS AND SCIENCE COLLEGE,  
KERALA  
APRIL 2016-MARCH 2019

### SKILLS

COMMUNICATIONS

TEAMWORK

DECISION MAKING

LEARNING

### DRIVING LICENSE

License no:4326578  
ISSUE DATE :26/08/2022  
EXPIRY DATE:26/08/2024

### WORK EXPERIENCE

**SALES & ADMINISTRATIVE COORDINATOR**  
**DAR AL ZAIN GENERAL TRADING CO L.L.C AL BARSHA 1 - DUBAI**  
**(FEBRUARY 2020-PRESENT)**

1. MANAGING DAILY ACCOUNTS
2. MANAGING THE STAFF FOR ASSIGNED DUTIES.
3. ORGANIZING THE DAILY SCHEDULES FOR THE ASSIGNED STAFFS.
4. OVERALL MANAGEMENT.
5. MANAGING THE DAILY PURCHASE
6. MAINTAINING CLEAR RECORD OF THE WORK PERFORMED.

**SALESMAN**  
**SEA GULF TRADING L.L.C, THRISSUR-KERALA**  
**(APRIL 2019 - FEBRUARY 2020)**

1. MAINTAINING CLEAR RECORDS OF THE CLIENT.
2. MAINTAINING PROPER STOCK IN THE VEHICLE.
3. LOADING AND UNLOADING STOCKS.
4. CASH MANAGEMENT.

**ACCOUNTANT-(INTERM)**  
**DOLPHIN WOODS, THRISSUR-KERALA**  
**(JANUARY 2018-FEBRUARY 2019)**

1. MAINTAINING PROPER RECORDS OF THE CUSTOMERS.
2. MANAGING INCHARGE OF THE SITES ISSUED.
3. MANAGING PROPER STOCK FOR IN AND OUT
4. MANAGING PROPER RECORDS OF ACCOUNTING.

### REFERENCES

**SHIHAB T.S**  
**MANAGER - DAR AL ZAIN TRADING**

Phone: +971-505153440  
Email : shihabts@gmail.com

**MOHAMMED ASHIF P.M**  
**SUPRVISOR-DAR AL ZAIN**

Phone: +971-522492118  
Email : ashifpm009@gmail.com