



Sanjeev Kumar G

Sharjah, U.A.E

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PROFESSIONAL SUMMARY

BA Graduate with 22 years of extensive experience in Administration & Customer Service, Accounting, Sales & Marketing in UAE, seeking an opportunity within an organization where my unique combination of skills and experience can be channelized towards growth.

SUMMARY OF SKILLS

- Good communication skills
- Good team worker with ability to manage Administration, Accounts, Purchase & Sales
- Innovative and diligent at work with keen focus on efficient results
- Good experience in assisting accounts of the company.
- Strong interpersonal, customer service, relationship management, and negotiation skills

PROFESSIONAL EXPERIENCE

Bullion Resources Ltd.

Operation Manager/Customer Service/Accounts Asst

Ghana

June 2018 to June 2019

- Assisting accounts including Receivables & Payables
- Coordination of Purchase & Sales teams.
- Maintaining transport operation, Armed Guard arrangements,

Sana Packaging LLC

Administration & Accounts Asst/Customer Service

Sharjah, UAE

Oct 2005 to May 2018

- Handling complete accounts enquiries including Receivables & Payables
- Handling Purchase & Sales including Collection & Payments
- Maintaining Administration & Customer Relationship, liaison with bank, maintaining deposit details and handling petty cash

Emirates Packaging Ind.*Marketing & Sales***Dubai, UAE***Nov 1996 to May 2005*

- Dealing with Suppliers & Customers
- All Purchase and Sales Coordination
- Following up customer enquiries
- Maintaining customer relationship and requirements

BMD Real Estate Bombay*Sales Executive***Bombay***Aug 1994 to June 1996*

- Dealing with customers
- Following up customer enquiries
- Maintaining customer relationship and requirements

EDUCATION

- B.A (English Literature)
- University of Kerala, Trivandrum, India

COMPUTER SKILLS

- Tally EPR 9, Microsoft Word, Excel, Power Point

LANGUAGE SKILLS

English, Malayalam, Hindi, and Tamil,

PERSONAL DETAILS

Full Name	:	Sanjeev Kumar G
Date of Birth	:	24.06.1972
Nationality	:	Indian
Visa status	:	Visit visa
Availability	:	Immediate
Total Experience	:	22 years
Experience in Dubai	:	22 years
Expected Salary	:	5000+
Current Location	:	Sharjah
Driving License	:	Valid UAE driving license (Up to 2023)
	:	(With Desert Driving Course Certificate)
	:	Valid Ghana driving license (up to 2025)
Hobbies	:	Pencil Drawing, Fitness, Sports, Long Drive