

# RESUME



**ZUBAIDA  
ABOOBACKER**

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Date of Birth: 17/11/1980

Marital Status: Married

Nationality: Indian

Visa Status:  
Visiting Visa

Passport Number:  
N0316354

Languages Known:

- English
- Hindi
- Malayalam
- Tamil

Present Address:  
AL KARAMA  
Dubai-UAE

Permanent Address:  
Jamsheer Manzil  
Kottapadam  
Karuvanthuruthi (P.O)  
Calicut-District  
Kerala -India

## OBJECTIVE:

Seek to join an organization, which will provide me a wide exposure, sufficient responsibilities, independence of thought and opportunity to learn and grow along with the organization.

## PROFESSIONAL EXPERIENCE

### GCC Experience

#### Sales coordinator Eurotek Services LLC 2019 march to 2020 August

##### Responsibility

- Coordination for maintenance job
- Attendance logging
- Lpo creation
- Tax Invoice generation
- Daily Report Submission
- WPS salary process
- Pay slip
- Maintenance report filing
- Follow up payment tracker
- Time sheet preparation
- Emergency team schedule for 24/7 support
- Sales coordination
- Material purchase arrangement

#### Front office Manager at YAEMCO.LLC (YOUSAF AHMED ELECTROMECHANICAL COMPANY From February 2018 to August 2018

##### Responsibilities:

- Front desk management
- Service reporting and coordinating
- Customer relation
- Reporting and maintaining customer records.
- Telephone operation.
- Data entry

#### Accounts In charge at AL-AALIFOODS(Nov 2016 to Feb 2018)

##### Responsibilities:

- Perform billing , collection , data entry and payment allocation
- Monitor customer account details and identify and investigate non-payments, delayed payments other irregularities
- Process of all Purchase orders from Store department
- Procurement and Production in charge.
- Maintained and updated purchasing records.
- Customers & Vendor's accounts settlement
- Payment , Receipts & Journal entries in Real soft ERP
- Contact suppliers to resolve missed deliveries, short shipments and pricing discrepancies

- Supporting the field sales team

**Sales Service Promoter in SKYWA GROUP OF COMPANIES**

**Dubai UAE(May2016-November2016) Responsibilities:**

- Identify business opportunities and target markets
  - Make initial customer contact through visits or calls
  - Build meaningful relationships within the company and outside
  - Research market trends and products
  - Check quantity and quality of products prior to delivery
  - Prepare sales reports by analyzing and summarizing information
  - Review self-sales performance with a view to improve it
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- Two years worked as MARKETING MANAGER in Fashion Zone Magazine (2013-2015)
  - Two years worked as CUSTOMER EXECUTIVE in Airtel
  - Tele communications cochin (2011-2013)
  - Two years worked as CUSTOMER EXECUTIVE in Liscom Solutions Cochin(2009-2011)

**EDUCATIONAL QUALIFICATION:**

- Senior Secondary Leaving Certificate from Kerala Education Board (1995-1996)
- Higher secondary Education From Feroke HSS(1998-1999)

**SUMMARY OF SKILLS:**

- Quick adaptability
- Committed to work
- Willing to group and team work
- Program Coordinator
- Anchor
- Customer Executive

I hereby certify that information provided above is correct to the best of my knowledge and belief.

Date: - 20-10-20202

Place: - Dubai

Zubaida Aboobacker



