

CURRICULUM VITAE

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OBJECTIVE:-

I aim to operate my expertise in the sphere of marketing together with my hard work, to turn up with the most excellent results for your company. I seek out to serve up your organization by complete dedication, carefulness and truthfulness.

EMPLOYMENT HISTORY :-

Metals International SPC

Accounts with Sales Administrative

- Helping clients in choosing suitable products.
- Handling the queries on service from client and solving the issue in good time.
- Forwarding customer complaints to the Sales Manager and take appropriate actions as indicated by the Manager.
- Managing day-to-day affairs and ensuring customer satisfaction

Al Mona Selections

Accounts Assistant

- Preparing Quotation and send to the customer.
- Collection of payment after the delivery.
- Helping clients in choosing suitable products.
- Handling the queries on service from client and solving the issue in good time.

- Collection of payment after the delivery.

Masco Property Development

Billing Executive

- Billing and receiving clerks perform duties such as compiling
- Preparing and issuing invoices and providing customer service
- They are responsible for issuing monthly statements
- keeping customer files updated with current invoices
- Growing and maintaining the standard of company product.
- Preparing Quotation and send to the customer.

BIANCA Events Management

Billing Executive

- Prepare customers' bills and mail to customers.
- Bills and contact information Preparing action schedules to meet up company target. Analyzing and recording bills
- Compile and maintain documents and records.
- Review invoices to identify any errors before **invoice** delivery.

SKILLS:-

- The capability & aspiration to sell.
- Inspiring and persuasive method of communication together oral & written.
- Capability to influence client.
- Well-built commercial attentiveness.
- Flexibility and the aptitude to deal with negative response.
- A high extent of self inspiration & drive.
- The capability to do well in a cutthroat environment.
- Strong account plus sales study skillfulness and outstanding problem resolving capability.
- Capacity to meet up customer satisfaction level.
- Self-motivated and confident.

Academic Qualifications:-

Course : B.com (Calicut University)

Course : Higher Secondary (Kerala State Board)

Course : Secondary School Certificate (Kerala State Board)

Computer Knowledge:-

Tally ERP 9, MS office (Word, Excel, PowerPoint & Outlook)

Sales related knowledge in Oracle based software (**SAP**)

Personal Profile:-

Date of Birth : 18th April 1985

Religion : Islam

Nationality : Indian

Visa Status : Visit Visa (Valid from 19.01.2020 to 17.04.2020)

Marital Status : Married

Linguistic proficiency : Malayalam, Hindi, English

Driving License : Indian License Holder

Passport No : T0414733

References

Available up on request