

**AKRAM ENAYATHULLAA**

Sales and Marketing Representative Officer

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**PROFILE SNAPSHOT:**

Committed and skilled Marketing and Sales Coordinator with exceptional Talent and decision making skills. Strong work ethic, initiative and professional Demeanor, also having proven experience as a Bank Teller in UAE Exchange and also experienced in System Administration and Data Entry with a track record of providing high quality service and support. Transcription expert focused on delivering accurate results in a timely manner.

**CAREER OBJECTIVE:**

To be part of a progressive organization, which will give me an opportunity to excel in my career, at the same time perform exceeding expectation of the organization. I would like to utilize my education and thought process and skills in all the possible way to grow along with the company.

**SKILLS:**

MS Office Proficiency

Computer Hardware and Networking

Excel Spreadsheets

Strong sense of banking ethics

Exceptional Customer Service

Cash dispenser operations

Tech-savvy

Results-oriented

Strong problem solver

meticulous attention to details

Exceptional communication skills

Strong interpersonal skills

## **PROFESSIONAL EXPERIENCE:**

### **VENTAJA INTERNATIONAL CORPORATION - UAE EXCHANGE BUSINESS PARTNERS**

#### **REPRESENTATIVE OFFICER - INDIAN CORRIDOR**

**(OCT 2018 – NOV 2020)**

- Surpassing targeted sales goals by 10% or more nearly every month
- Performing comprehensive market research on products and local business
- Actively cold and warm call potential clients to get a foot in the door
- Draft sales proposals and complete contracts
- Answering customers questions regarding products, prices and availability
- Exchanged selling strategies and marketing information with colleagues
- Emphasized product features based on analysis of customers needs
- Planning and organizing routes within territory to maximize efficiency and time in the field

### **UAE EXCHANGE CENTRE LLC, DUBAI**

#### **TELLER**

**(OCT 2014 - OCT 2018)**

- Teller experienced in fast-paced financial environments
- Cash Management of daily footfalls which average 300 customers
- As a cashier always strive to achieve good FC margin
- Travelers cheque issuance and en- cashing ,sending telegraphic transfers local and internationally by sending and receiving Western Union and X-press Money transactions
- Received branch recognition award for outstanding customer service
- Organized and dependable banking professional who excels at processing high volumes of error-free transactions and meeting score-card goals
- Focused on maintaining high levels of accuracy and efficiency, as well as achieving branch goals
- Adhere to all third party bank's policies and procedures
- Reviewing and ensure the AML policies, procedures and controls cover all applicable laws and regulations
- Money Laundering risk appraisal and reviews
- Managing key compliance systems such as customer screening, Transactions screening and AML monitoring
- SAR's to Central bank of UAE(AMLSCU)
- Reviewing and sign off the account opening documentation and client on boarding due diligence checks in accordance with KYC procedures and regulatory requirements
- Retrieving all the documents related to corporate transactions including bill of lading

**SYS INNOVATIONS, MYSORE**  
**CUSTOMER RELATIONSHIP OFFICER**

**(AUG 2013 - FEB 2014)**

- Provided accurate and appropriate information in response to customer inquiries
- Collecting the details from the customers for the company to provide them banking and loan services
- Developed effective relationships with the customers through clear Communication
- Enforced Service Center policies, procedures and quality assurance measures

**BARAKATH GARMENTS PVT LDT, COIMBATORE**  
**DATA ENTRY OPERATOR AND SYSTEM ADMINISTRATOR**

**(JULY 2012- JULY 2013)**

- Successfully established effective systems for record retention by creating database for daily and monthly correspondence tracking
- Verified that information in the computer system was up-to-date and accurate
- Assisted in the post-implementation troubleshooting of New applications
- Application upgrading and ensuring the systems are in align with the latest Software

**DECIPHER INTIME PVT LDT, COIMBATORE**  
**MEDICAL TRANSCRIPTIONIST**

**(JUNE 2011- JUNE 2012)**

- Highly competent Medical Transcript with profound listening skills and track record of generating accurate medical records by collecting and transcribing audio data.
- Performed tasks of interpreting and transcribing dictation by physicians and other health-care professionals on therapeutic, clinical course, and diagnosis.
- Documented patient care and facilitate delivery of quality health-care services.
- Handled the tasks of maintaining references for medical terminology and procedures.

**KEY SKILLS AND COMPETENCIES:**

- A good awareness of current HR best practices
- Ability to multitask within a demanding and fast paced environment
- Good working knowledge of current employment legislation
- Administrative / advisory experience in a Human Resources environment
- Experience of HRMS / query manager
- Advanced MS Office – Excel, Word, PowerPoint, Outlook

**ACADEMIC QUALIFICATION:**

- BMS Management Studies, **ISBM/Maharashtra University - Pune, Maharashtra, India**
- Diploma in Commerce and Psychology, **Distance Education/ Annamalai University**
- Certification Course in **Computer Hardware and Networking**

**LINGUISTIC ABILITIES:**

English, Hindi, Tamil, Urdu and Kannada

**GENERAL INFORMATION:**

DOB: 22<sup>nd</sup> October 1989

Gender: Male

Nationality: Indian

Visa Status: Company Sponsorship

Driving License: Under Process

Availability: Immediately

*References available on request*