

**Martin Audi B. Jose**

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**Objective**

Keenly interested to work in a more challenging role to enhance and developed my skills and personality in a professional way. Foreseeing in transition of my experience and education abilities with growth potential while being resourceful, innovative and flexible that will enable me to add and value overall welfare of the organization.

**Education****Bachelor of Science in Accountancy (undergrad)**

University of Perpetual Help Sysytem - Dalta

2007 - 2012

**Intermediate Course**

Blessed Trinity School

2003 – 2007

**Primary Course**

Blessed Trinity School

1996 - 2003

**Work Experience****DIYAR UNITED COMPANY (ADNOC RFID SECTION)****2018**

Supervisor/Technician

- Installing the RFID tag of customers and making sure it is installed properly.
- Send reports of faulty tags and making replacement.
- Sending daily reports of how much tags installed per day.
- Stock reports to make sure sufficient stocks are always available and no shortage will happen
- Setting goals for performance and deadlines in ways that comply with company's plans and vision
- Organizing workflow and ensuring that employees understand their duties or delegated tasks
- Monitoring employee productivity and providing constructive feedback and coaching
- Receive complaints and resolve problems
- Pass on information from upper management to employees and vice versa
- Prepare and submit performance report

**DUNIA FINANCE****2017 – 2018**

Sales

- Determine the best way to achieve Monthly sales goal and meet them at timely manner.
- Responsible for marketing, promoting and profitably selling finance products to existing and potential customers.
- Makes personal sales calls at customer sites on a regular basis.
- Establishes and maintains customer relationships in order to grow profitable sales.
- Developing effective sales strategies to entice client to avail the product.
- Able to discuss and promote product features and benefits with customers with confidence and charm.
- Able to build good relationships with my co-workers in all departments.

**SHARAF DG****2015 - 2016**

Sales Executive

- Determine the best way to achieve Monthly sales goal and meet them at timely manner.
- Do the best of my abilities to meet the customers' expectations and needs.
- Having knowledge about the products to be able to present certain items and give accurate information to the customer.
- Review my previous sales performance and conduct new plan and strategies to improve my sales to meet the monthly target.
- Making sure my area is properly arranged and clean.
- Able to do perpetual Inventory and give proper report.
- Able to build good relationships with my co-workers in all departments.
- Activatin and selling Etisalat postpaid and prepais sim ards.

**RJAN WATER TECHNOLOGY INC.****2012 - 2015**

Accounts Assistant

- Assist Accounts Executive, well versed with all the accounting aspects.
- Reviewing, Compiling and organizing important documents
- Able to have a good relationship with the clients and suppliers.
- Interacting with internal and external auditors in completing the audits.
- Able to make Monthly Financial Report and maintaining good record of all accounts and able to keep confidentiality.
- Able to make Invoices and Purchase Order.
- Able to understand any minor or major mistakes in accounts.
- Ensuring that all accounting related activities follow company standards.
- Maintaining, controlling the expenses of the company.

**AUTOMOBILE CO. BUY & SELL CARS****2008 – 2010**

Part Time | Sales Representative

- Assistant to the Manager of marketing and presentation of cars.
- Completion of all required reporting functions and documentation in accordance with management instructions.
- Filing of documents and Contracts , faxing and scanning
- Prepare application forms and important documents for the transaction.
- Assistant to the Manager of marketing and presentation of cars.

**Ability & Skills**

- With good communication skills.
- Computer literate. Proficient in using various computer software like MS Office (Word, Excel, PowerPoint) and PageMaker running in Windows XP and Windows Vista.
- Competent and result driven person who embraces new learning and eager to exercise knowledge, formal training, exposure and practical experience to perform functions effectively.
- Has an excellent ability to adapt in challenging work scenarios and lead change.
- Has the ability to cope up in performing multiple tasks independently, handle work pressure, meet deadlines, set job priorities and effectively organize assigned work functions.
- Carries an attitude of excellent coordination, communication and interpersonal skills.

**Personal Details**

Date of Birth	:	14 <sup>th</sup> March 1991
Marital Status	:	Single
Languages	:	English, Filipino