

CURRICULUM VITAE

MR. MOHAMMED HUSEIN BHANPURAWALA

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CAREER OBJECTIVE:-

To acquire leading and challenging position in the profession with a prominent organization that help in utilizing and improving my competencies and skills.

PROFESSIONAL EXPERIENCES:

1. Accounts Assistant

June 2011 to November 2020

Ali Asger & Brothers LLC
(Sharjah)

Responsibilities:

- Maintaining Monthly Collection File & Collecting Market Payments
- Handling Branch Cash & Bank Deposits
- Preparing Petty Cash
- Paying & Keeping Records of Company Utility Bills
- Checking and verifying Customer SOA & Ledger
- Monthly preparing Market Payments
- Scanning & Checking of Documents before Filing

Additional Skills

- Having Product Knowledge of Hand Tools & Power Tools
- Regular Visit in Trade Market with Salesman
- Personal Relation With Staff among most of the Traders Located In Shj Ajman, RAK, Fujairah & UAQ
- Maintaining Sales in absence of Sales Executive
- Attended number of Product training which helped in gaining the knowledge of various product range (Hand Tools, Power Tools, Ladders, Abrasives etc.)

2. Sales Executive

December-2020 – Present

(TRADE CIRCLE ENTERPRISES)

- Having Good Product Knowledge of our Product
- Regular Trade Market Visit (Sharjah /Ajman / Fujairah)
- Payment Followups
- Find New leads
- Attended number of Product training which helped in gaining the knowledge of various product range (Hammerlin, Knipex Products, Abrasives etc)

EDUCATION:

B.Com

Poona College of Arts Science & Commerce-2011

Key Skills and Abilities:

Good communication

Excellent management skills

Dedication and hard working attitude with a positive outlook towards work.

Working under pressure

Smoothly handling skill

COMPUTER SKILLS:-

- FAMILIAR WITH ALL OPERATING SYSTEMS AND INTERNET ACCESSING
- DATATECH (TCS)
- MS-OFFICE

PERSONAL DETAILS:

Nationality	: INDIA
Date of Birth	: 20 Jan 1990
Gender	: Male
Marital Status	: Married
Languages Known	: English, Hindi, and Gujarati.
Visa status	: Employment
Additional	: Valid U.A.E Driving License

DECLARATION:

I do here by certify the above particulars are true and accurate to the best of my knowledge.

Mr. Mohammed Husein Bhanpurawala