



SHAHID AFREED KM

Accounts cum Sales Executive

My Contact

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📍 Opp. Naif Police Station, Near
Zarooni Masjid, Gym Building
301 Naif, Dera, Dubai, UAE

Education Background

- ST. ALOYSIUS COLLEGE (AUTONOMOUS),
MANGALORE, KARNATAKA, INDIA
BACHELOR OF COMMERCE
COMPLETED IN 2021
- CHEMNAD JAMA'ATH HIGHER SECONDARY
SCHOOL, CHEMNAD, KASARAGOD, KERALA,
INDIA
DIRECTORATE OF HIGHER SECONDARY
EDUCATION, KERALA STATE (INDIA)
COMPLETED IN 2018
- CHEMNAD JAMA'ATH HIGHER SECONDARY
SCHOOL, CHEMNAD, KASARAGOD, KERALA,
INDIA
GENERAL EDUCATION DEPARTMENT, KERALA
STATE (INDIA)
COMPLETED IN 2016

Personal Info

- Nationality- Indian
- DOB- 09/01/2000
- UAE Visa Status- Visit Visa

Languages

- English - R/W/S
- Malayalam - R/W/S
- Hindi - R/W/S

About Me

To secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company

Professional Experience

KOOLIKKAD HARDWARES | ACCOUNTS CUM SALES

DEC 2021 - NOV 2022

- Greeted customers with a friendly and helpful attitude.
- Managing the Shop Activities which include General Administration, supervision of staff flowing store requirement, dealing with customers.
- Recorded and maintained accurate financial transactions.
- Managed accounts payable and receivable
- Maintained Books of Accounts of entities
- Contact clients by collecting information and offer them best sales deals.
- Maintaining and developing relationships with new & existing customers.
- Responsible for Generating Sales & Achieving Sales Target.
- Advising & serving customers. Assisting customers in order to help them find what they need.
- Ensured compliance with relevant laws and regulations
- Identified and resolved discrepancies and issues.

Skills

Technical Skills

- SAP (FICO)
- Tally ERP 9
- MS Excel
- MS Office

Soft Skills

- Time management
- Active listening
- Writing
- Speaking
- Systems analysis

Hard Skills

- Negotiation skills
- Product knowledge
- Active listening
- Industry expertise
- Communication skills
- Sales skills
- Customer Service Skills
- Administrative skills
- Complex Problem Solving
- Critical Thinking
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