

MUSTAJEEB AHMED

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PROFILE SYNOPSIS

Sales Consultant/Support trainer with 10 years of professional experience in sales and delivering highest standards of customer service, financial management and auditing to ensure compliance to corporate requirements. Diligent and comfortable working in a fast paced growth orientated work environment.

STRENGTHS

Communication	Possesses communication skills to be able to understand and describe a situation to a wide audience.
Learning Agility	A constant believer in keeping oneself on the learning curve and be able to apply the knowledge in practical.
Critical thinking	Ability to take decisions by analyzing options available at hand and execute with the least impact to any entity.
Numerical ability	Ability to verify financial statements, analyzing data, checking assets and assessing the controls within clients business systems.

WORK HISTORY

03. 2012 - PRESENT **TRAVELEX CURRENCY EXCHANGE LLC**
Sales Consultant / Support Trainer

- Maintaining high standard of customer service to our customers.
- Responsible for accurate balancing of inventories and maintaining cash stock balances.
- Responsible to give training to new entrants.
- Completing all day end procedures and maintaining customer files.
- Meeting all productivity standards set by Management (monthly targets/goals).
- Ensure that all compliance requirements and regulations are being adhered daily on a daily basis.
- Responsible for managing risk and acting in accordance with guidelines set forth in the Core Risk Standards.
- This task involves buying and selling foreign currency to retail customers, identifying their needs and offering them range of financial and travel-related products.
- Effectively understand features and benefits of all Travelex Foreign Currency product lines to use selling skills to increase the average transaction value.

10.2010 – 09. 2011

AUDITOR AND TAX PRACTITIONER

Assistant Accountant

- Physical Verification of accounts - Checking accounts entries in company financials for accuracy and irregularities.
- Preparation of Trial Balance, Trading, Profit & Loss Accounts and Balance Sheet
- Reconciling daily bank transactions for clients on monthly basis
- Daily book keeping of invoices, bills, and tax receipts.
- Training under Auditors in checking, vetting and balancing books of Final Accounts.

09. 2009 – 08. 2010

WEST COAST AGENCY (ITC)

Area Sales Supervisor

- Supplying wholesale orders and making sure clients are supplied according to billed invoice
- Maintaining relationship with Key Accounts including Hotels, Superstores and Regional Distributors
- Ensuring effective relationship with retailers and their key individual contacts by providing regular updates on upcoming products and effectively communicating ongoing promotions.

AREAS OF EXPERTISE

Application Servers

MS-Office, Tally.ERP 9.0, Peachtree, DacEasy

Operating Systems

Windows XP, Windows 7, Linux, AIX 6.1

EDUCATION

06.2006 – 05.2009

BACHELOR IN BUSINESS MANAGEMENT (BBM)

SRINIVAS College, Mangalore

06.2003 – 05.2005

PRE-UNIVERSITY COLLEGE (HSC)

SHARADA College, Mangalore

PERSONAL INFORMATION

Date of Birth : 06 Jan 1987

Citizenship : Indian

Marital status : Single

Languages : English, Urdu & Hindi

Contact : 0555787040

Visa Status : Employment

License : Valid

Hobbies : Travelling – exploring exotic places, huge passion for sports – cricket, swimming, bike riding, snooker and ten-pin bowling, surfing internet
