



AJMAL NADIRSHA

MY CONTACT

ajmalnadirsha@gmail.com

+971553118084

Al Mahatah, Sharjah - UAE

PERSONAL DETAILS

Date of Birth : 24th Feb 1996

Visa Status : Visit Visa

HARD SKILL

- Financial modeling and reporting
- Data mining and analysis
- Financial accounting
- Business valuation
- Time management

SOFT SKILL

- Observation
- Decision making
- Communication
- Multi-tasking

EDUCATION BACKGROUND

- SN College Kollam - Bachelor of Tourism
- Alpha College Kollam - PLUS TWO
- CBMHS Noornad Alappuzha - SSLC

SOFTWARE KNOWLEDGE

- Bake Soft
- Hot Soft
- MS Office
- ERP - Orion
- E Invoice & Web knowledge

LANGUAGES

- English
- Hindi
- Malayalam
- Tamil

ABOUT ME

Over a 6-year experience as store keeper (2 years) and 4 years' experience as indoor sales executive with experience ranging from book keeping principles & shop management system procedures, outstanding communication & interpersonal skills, excellent organization & time management skills, ability to work for long durations.

PROFESSIONAL EXPERIENCE

PNR Hardware Traders Kollam, Kerala - India

Indoor Sales Executive

2019 - 2023

Key responsibilities:

- Manage the sales counter area, greeting visitors, and provided assistance to customers.
- Organize and coordinate shop operations and procedures
- Oversee and direct staff as required.
- Developed and maintained an efficient record keeping system
- Answered incoming calls, responded to inquiries, and provided customer service support.
- Create and maintain a database of customer contacts, ensuring all customer information was up to date.
- Assisting customers in locating desired shop items
- Maintaining knowledge of store items to provide advice and recommendations as needed.
- Coordinating with outdoor sales team by providing them support in creation of proforma invoices, sales documents and communicating information to sales team on items in stock etc.
- Handle the processing of all orders with accuracy and timeliness.

Supreme Group, Kollam, Kerala – cashier

2017- 2019

Key responsibilities:

- Operated cash register, credit card machine, and other electronic equipment accurately and efficiently
- Greeted customers in a friendly and professional manner.
- Provided customer service in a friendly and professional manner, resulting in a X% increase in customer satisfaction ratings.
- Assisted customers with locating items and providing product information.
- Stocked shelves and ensured product displays were organized and attractive.
- Prepare bills for various branches.
- Preparing tax invoice for the bills produced.
- Follow up with distributor for payment.