

MOHAMMED FARSEEN ES

BUSINESS DEVELOPMENT EXECUTIVE



Contact

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Email

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Address

Abu Dhabi, United Arab Emirates

Skills

- Communication
- Customer service
- Computer knowledge
- Sales
- Marketing
- Attention to detail
- Financial analysis
- Team building
- Problem solving

Technical Skills

- MS office
- Tally
- Peachtree
- Focus
- Yom

Language

English
Hindi
Arabic
Malayalam

About Me

History of significant achievements and commendations in more than 4 years of a distinguished career spanning across UAE and India in various industrial sectors. A result oriented, hands-on individual and a company-focused leader in increasing operational efficiency & profitability with the high-end result. Has an extensive background in Sales and Marketing Executive affairs with an experienced blend of multicultural environments from national to international markets.

Experience

Business Development Executive | Lulu International Exchange - Abu Dhabi November 2022 - Present

- Expands business all over United Arab Emirates.
- Accountable for providing process payroll cards for institutional segments.
- Cement ties with new and existing corporate and WPS clients.
- Process payroll card and WPS applications and service to all customer needs.
- Registering and processing various organizations' payrolls with UAE Central Bank electronic payment systems.
- Maintaining a large volume of data and making reports for cultivating strong value-added relationships with customers, driving business development and profit potential.
- Assisting customers via mail, or telephone with quick and accurate responses to the total payroll card solutions by issuance, replacement, renewal, delivery, and by providing statements and clarifications on a dispute.
- Handles Wages Protection System application (WPS) and confirming the balances to be proper and correct.
- Identifies, investigates, and resolves discrepancies in payroll records
- Maintenance and safe keeping of WPS agreement as per policies laid down by the company.
- Verify and upload the desired salary information file on confirmation of funding in Central Bank of UAE.

Front Line Associate | Lulu International Exchange - Abu Dhabi December 2020 - November 2022

- Ensure that all transaction is printed as per standard policies and all other relevant applications.
- Make all types of online transactions.
- Check daily activity reports to ensure accuracy of all day activities and reconcile with MIS transaction reports.
- Generate customer's membership and registrations through system as per standard procedure.
- Collect data from customer according to company standards KYC policy and maintain hard files for references.
- Maintain records of customer's profiles for compliance and ensure availability of all information of demand by concerned.
- Coordinate with cashier and supervisor for efficient and uninterrupted work flow.
- Resolve customer issues; provide customer with proper guidance and suggestions related to remittances queries.
- Ensure legal compliance & central bank compliance.
- Improve the business and flow of customers in the branch and retain them.
- Interact with walk in customer to satisfy their needs for foreign-exchange transaction.
- Handle end-of-day balancing of cash transaction, and Trans guard cash group transaction.
- Handles clients concern and see to it that they are acknowledge and addressed immediately.
- Process the daily cheque to be deposited immediately to the bank.

Personal Info

Nationality: Indian

Gender: Male

Birthdate: 04 December 1994

Civil Status: Single

Visa Status: Residence visa

Driving License: UAE License

Certifications

MS Excel - 2018

- Manvish Academic Council

Peachtree - 2018

- Manvish Academic Council

Tally - 2018

- IRS Computers & Communications Private Limited

Reference

Available upon request.

Sales | Gemini Building Materials - Abu Dhabi

November 2019 - November 2020

- Answer customer inquiries, scheduling meetings, and sales appointments, and following up with customers about their order status.
- Provide high level of customer satisfaction through excellent sales service.
- Assist customers to find the goods and products they are looking for and give advice and guidance on product selection to customers.
- Strictly follow company's credit policy and ensure all credit sales are aligned with particular client's credit limit.
- Detailed knowledge about building material products (especially in ceiling and partition products).
- Compile a daily list of sales leads.
- Create and process orders in a timely manner, processing requests for rush orders, and reviewing pending orders and customer requests to ensure customer satisfaction.
- Perform data entry tasks for sales figures, metrics, and other relevant information and maintain an organized and accessible filing system.
- Handle administrative duties for the company and management teams.
- Report any unusual activity to your supervisors.

Education

June 2017 | Bharathiar University

- Bachelor's Degree In Business Administration

2017 | STED Council

- Diploma In Logistics , Shipping & Freight Forwarding

March 2013 | Board of Public Examination India

- Higher Secondary

March 2011 | Board of Public Examination India

- Secondary School

Declaration

I hereby acknowledge that the information provided is actual and best to my knowledge.

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