



AJMAL KM

SALES ASSISTANT

PROFILE

Motivated and customer-focused Sales Assistant seeking to leverage 2+ years of retail experience. Adept at driving sales and enhancing customer satisfaction through exceptional service, effective communication, and strong product knowledge. Eager to support store operations and help achieve company goals in a fast-paced retail environment.

📍 Industrial area 2, Sharjah, UAE

☎ +971581237386

✉ ajmalaju09049@gmail.com

SKILLS

- 1. Communication Skills
- 2. Customer Service
- 3. Product Knowledge
- 4. Sales Techniques
- 5. Problem-Solving Skills
- 6. Interpersonal Skills
- 7. Time Management
- 8. Multitasking
- 11. Attention to Detail
- 12. Adaptability
- 13. Teamwork

PERSONAL DETAILS

- Date of Birth :11-03-2001
- Marital Status : Single
- Nationality : Indian
- Visa Status : Visit Visa

LANGUAGE

- English (Intermediate)
- Malayalam(Native)
- Hindi (Intermediate)
- Tamil (Intermediate)
- Arabic (Basic)

EDUCATION

**-B.com Computer Application
(Calicut University-2021)**

Degree that combines commerce and computer applications. It integrates traditional commerce subjects like accounting, finance, and business management with modern computer application courses such as programming, database management, and information systems.

**-Higher Secondary Education
Commerce (Board of Kerala-2018)**

-SSLC (Board of Kerala-2016)

EXPERIENCE

**-Sales Assistant-Outdoor
MV Marketing, Changaramkulam, Kerala
(FEB 2022-DEC 2023)**

Greeting and assisting customers, providing expert recommendations based on their activities, Managed inventory, restocked shelves, created attractive and functional displays, and handled sales transactions. Additionally, addressed customer queries and feedback, supported after-sales services, while ensuring a high standard of customer service.

**-Accountant
MV Marketing, Changaramkulam, Kerala
(AUG 2021- FEB 2022)**

Handled tasks such as preparing financial statements, managing accounts payable and receivable, reconciling bank statements, and ensuring compliance with financial regulations. I have also analyzed financial data, assisted with budgeting, and provided support during audits. My experience includes using accounting software and maintaining accurate financial records.

CERTIFICATES

-Tally Essential Comprehensive-Kerala Academy for skills excellence

-Microsoft Office Specialist

-SAP Finance & Controlling (FI-CO) power User Course