



# AJMAL AMEER

## Contact

+971 52 227 8837

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Dubai, UAE

## Credentials

- Certified Master Account Professional
- Diploma in Computer Application

## Computer Skills

- Tally Erp9 & Payroll
- Peachtree
- Quick Book
- MS office
- Accounting project

## Personal Details

- Nationality : Indian
- Date of birth : 25/03/1997
- Gender : Male
- Marital status :Single
- Visa Status : Visit Visa

## Objective

Responsible Document Authentication clerk skilled in the organization and management of inbound and outbound documentation. Experienced at creating maintaining adjusting and securing filing systems in a broad range of offices and departments. Looking for new opportunities in the field that promises growth.

## Work Experience

- ✓ **Account Manager** **October 2022- March 2023**  
Etisalat (Emirates Telecommunication Group Company PJSC)  
Duties and Responsibilities
  - Operating as the lead point of contact for any and all matters specific to your accounts
  - Building and maintaining strong, long-lasting customer relationships
  - Overseeing customer account management, including negotiating contracts and agreements to maximize profit
  - Serve as the lead point of contact for all customer account management matters
  - Build and maintain strong, long-lasting client relationships
  - Negotiate contracts and close agreements to maximize profits
  - Develop trusted advisor relationships with key accounts, customer stakeholders and executive sponsors
  - Ensure the timely and successful delivery of our solutions according to customer needs and objectives
  - Clearly communicate the progress of monthly/quarterly initiatives to internal and external stakeholders
  - Develop new business with existing clients and/or identify areas of improvement to meet sales quotas
  - Forecast and track key account metrics (e.g. quarterly sales results and annual forecasts)
  - Prepare reports on account status
  - Collaborate with sales team to identify and grow opportunities within territory
  - Assist with challenging client requests or issue escalations as needed
- ✓ **Document Authentication Clerk** **Feb 2020 - Sep 2022**  
Etisalat (Emirates Telecommunication Group Company PJSC)  
Duties and Responsibilities
  - Ensure that the application forms submitted are properly filled
  - Ensure that the clear, valid readable documents are submitted
  - coordinated with marketing for the latest updates on business rules ,policies and new procedures
  - F or CEP cases, ensure that Emirates ID is properly scanned via TAZTAG portal and all the supporting documents are uploaded For CEP cases ensure that salary certificated is stamped and valid

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## Core Competencies

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- Project Management
- Data Manipulation/Analysis
- Operational Analysis
- Tactical Decision Making
- Analytical Thinking
- Process Enhancement/Automation
- Customer Service
- Strategic Planning
- Key Stakeholder Partnership

- Ensure that all identification documents submitted are valid with "original seen" stamp
- If the submitted documents is bank statement , a minimum 3 month statement to be submitted
- Check if the documents submitted are genuine as per government website
- Ensure that the customer/company is eligible for the requested service as per Etisalat Quality business rules
- Ensure that customer is not having any record of bad debt account



### **Accounts & Finance Executive**

**2018 - 2020**

A-ID Systems India Pvt Ltd, Chennai

#### Duties and Responsibilities

- Accounting all the day to day receipts and payments Entries
- Handling and maintaining Accounts up to finance
- Maintaining purchase and Sales including stock register
- Bank Reconciliation
- Vendor Reconciliation
- Accounting all the expenses (Travel and conveyance expenses and other petty cash expenses)
- Preparation of invoices
- Maintaining bank book

### **Declaration**

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I declare that the information provided above is true and correct to the best of my knowledge

**AJMAL AMEER**