**Abdul Basheer D**

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**JOB OBJECTIVE**

“To be a Professional in **Sales Coordinator** and **Accounts**, seek a position in related careers that will enable me to use my strong organizational skills, educational background and ability to work well with people.”

**PROFILE SUMMARY**

# 12 years work experience as Sales Coordinator (Natural stone/Ceramic Trading), Admin Coordinator (construction industry) and Accounts

# Qualified with Bachelor of Business Management (BBM) from Mangalore University, India

# Well versed in computerized accounting), Epicor 10 (Customized), VAT calculation, Tally, Focus (customized) Peachtree & MS Office Applications.

* Valid **UAE Driving License** Holder since 2017
* Restored financial health of the company by taking control of all receivables, payables and assets; negotiating settlements and restructuring financial liabilities with bankers, suppliers and statutory agencies.

# Strongly commercial in term of communication and influencing skills; Fluent in English, Hindi and conversational in Arabic.

# Self-motivated, comfortable in taking initiative and worked independently and in team strength environment. Can multi-task & work under pressure and meet deadlines.

**WORK HISTORY**

* **Sales Coordinator** – **Glaze Granite and Marble**, UAE ( Stones and Tiles Trading Company) - July 2011 to Present- (7 Years Experience)
* **Accountant, Admin Coordinator** - Mak India Construction, Bangalore, India. (Developers and Construction Company)- Dec 2006 to May 2011 ( 4yrs and 6months)

**Job Profile as Sales Coordinator**

* Primarily assist the sales team, focusing mostly on managing schedules and the distribution of any sales documentation.
* Prepares sales quotations for clients and follow up with them
* Efficiently and professionally respond to any online or telephone queries in a calm and friendly manner.
* Prepare Delivery Order (Packing list) and Invoice after finalization of sales order from the salesman.
* Ensure that measurements and size of the slabs are correctly calculated and stock out done from the system stock list
* Coordinate with sales team the material requirements and availability in the stock and its transition stage.
* Produce the reports of slow moving and fast moving materials and outline any developed strategies to improve the sales.
* Appropriately and carefully make invoice in term of material pricing, Payment terms, Delivery terms and adding up miscellaneous charges if arises.
* Communicate and Operate between other departments and the clients to provide the service most suitable to the client’s needs, cost and time restraints.
* Works closely with sales team to assess the progress of the department and develop the sales strategy accordingly.
* Produce progress reports of sales department and outline any developed strategies to improve the sales
* Resolving any sales related issues with customers.
* Overseeing any supercharges and evaluating any alterations to both external and internal staff.

**Job Profile as Accountant**

* Well-versed in general accepted accounting principles, accounts payable and receivables
* Skilled in preparing income statements, monthly balance sheets, and cash flow statements
* Preparation and checking of Trial Balance, Profit and Loss A/c and Balance sheet.
* Posting to the cash Book, Ledgers, and Journal etc.
* Preparation of Payroll and Review and processes all petty cash payments,
* Reconciliation of Bank Statement and Cash and Cheque deposit in Bank
* Prepare and process accounts payable checks.
* Maintain  accounts in computerized environment (In ERP Software)
* Generating monthly reports for the company
* Monitoring accounts of Payable and receivable to ensure payments are up-to-date
* Resolving the discrepancies related to invoices
* Creating Reports of expenditures and income in month wise to the Management
* Calculate and distribute wages/salaries and Settlement of weekly payments to suppliers.
* Compare the statement, cash excess and shortage and rectify into the general ledger.
* Scrutiny of accounts-day to day entries, ledger monitoring on weekly basis.
* Maintain loan and advance accounts against travel advance, party advance, advance against salary, expenses
* Calculate and pay the duties and taxes in India (VAT, TDS, Entry Tax, Road Tax and Insurance premium)
* Secures financial information by completing database backups.
* Protects organization's value by keeping information confidential.

**Job Profile as Admin Coordinator**

* Coordinated the management for bidding the roads and highway projects.
* Established and Maintained good relationship with clients (Govt. officers), report them the progress of works and its executions.
* Submit the documents and Bank Guarantees to the Govt. Officials for project bidding and Approvals.
* Having verbal and written communication with Govt. officials or clients regarding the projects.
* Monitor and following up the contract receipts as per work execution.
* Arrange meeting with Technical team and finance Dept. for work execution and completion period
* Inform and communicate with the management about the work stage and its progress.
* Monitor and follow up to Recollect all furnished documents and Retention fund from the clients after completion of work contract.

**EDUCATION**

* **Bachelor of Business Management (BBM)** from Mangalore University, India.- 2006

**COMPUTER SKILLS**

* ERP-Epicor 10, Tally, Peachtree, Focus, and DacEasy.
* MS Office Applications

**PERSONAL PROFILE**

**Date of birth : 18-09-1985**

**Nationality : Indian**

**Language : English, Hindi, Arabic** (basic) **and** **Malayalam**

**Visa Status : Employment Visa**