

# MOHAMED JURAIJ SIDDIQ K

## TELLER / CASHIER / CUSTOMER SERVICE STAFF

Energetic key accounting assistant with 3.4 years of experience in financial Administration and 1.5 year of experience in business development and sales. Skilled in data processing, documentation, business development and sales coordination as well as sales creation. Accounting Assistant At Speed International Auto Repair Garage LLC in UAE and Aroos Arabia in India and Sales Executive at Paytm Services Private limited India and Business Development Manager at DX Global Software Solutions in India. I helped to increase work efficiency by 15% by implementing a new documentation workflow system. Knowledgeable of ERP Tally Prime, Custom SWOPHISTIC ERP, MS Excel and Custom CRM proficient. I'm looking for a position at your company and to be a part of the company's impressive team and welcoming corporate culture.



### WORK EXPERIENCE



#### KEY ACCOUNTS ASSISTANT

Speed International Auto Repair Garage L.L.C - Abudhabi, UAE

September 2022 to Present -. ( 6 months )



#### SALES EXECUTIVE

Paytm Services Private Limited - Thrissur, Kerala India

January 2022 to November 2022 -. ( 10 months )



#### BUSINESS DEVELOPMENT MANAGER

DX Global Software Solutions - Ernakulam, Kerala India

March 2021 to March 2022. - ( 1 year )



#### ACCOUNTS ASSISTANT

Aroos Arabia - Ernakulam, Kerala India

June 2018 - March 2021. - ( 2 Years and 10 months ).

### EDUCATION HISTORY



#### Masters Of Commerce, Management

Mahathma Gandhi University, Kottayam, Kerala India

(July 2018 - March 2020) - Completed



#### Bachelor Of Commerce, Computer Application

University Of Calicut

(July 2015 - April 2018) - First Class

### PROJECT



#### A Study On Technical Analysis Of Kerala Based Companies With Special Reference To Kitex Garments Ltd And V-Guard Industries Ltd

September 2018 - September 2020



#### A Study On Brand Loyalty And Satisfaction Of Customers Towards Milma Ghee With Special Reference To Engandiyoor Panjayath

September 2017 - March 2018

### REFERENCES



#### Shameel Mohammed

Managing Director

SPEED INTERNATIONAL AUTO REPAIR GARIAGE LLC

ABUDHABI, UAE

+971 50 329 1900

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#### Muhammad Shahjad

Managing Director

DX GLOBAL SOFTWARE SOLUTIONS

DXG SOFTS PRIVATE LIMITED

Ernakulam, Kerala India

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#### Jenu Simon

Area Sales Manager

Paytm Service Private Limited

One 97 Communications L.t.d (Paytm)

Thrissur, Kerala India

0917034038530

jenu.simon@paytm.com



#### Mohammed Imthyas

Managing Director

Aroos Arabia

Ernakulam, Kerala India

0919388887444

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### PERSONAL DETAILS



Mussafah 14, sanaya, United Arab Emirates



Unmarried



T2573420



Visiting Ending Date : 12/05/2023



Male



22-11-1994



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### TOOLS AND TECHNOLOGIES

- MS Word
- MS Excel
- MS PowerPoint
- Erp Tally Prime
- Canva
- Market place
- Lead Creation

### CERTIFICATIONS

- Prepare Yourself for a Career in Sales : LinkedIn Learning (September 2022)
- Erp Tally Prime : G-Tec Computer Education (January 2022)
- Ms Office : G-Tec Computer Education (September 2021)

### LANGUAGES

- |             |                 |
|-------------|-----------------|
| 1.English   | : Advanced High |
| 2.Arabic    | : Intermediate  |
| 3.Hindi     | : Advanced High |
| 4.Malayalam | : Native        |
| 5.Tamil     | : Advanced High |

### RELEVANT SKILLS

- |                      |                      |
|----------------------|----------------------|
| • Problem solving    | • Retain Customer    |
| • Time Management    | • Operations Control |
| • Computer literacy  | • Typing             |
| • Coordinating works | • Erp Tally          |
| • Quick learner      | • Purchase Entry     |
| • Supplier handling  | • Communication      |
| • Summarising        | • Negotiation        |
| • Active listening   | • BDM                |
| • MS Office          | • Strategy Setup     |
| • Planning           | • Team Lead          |