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

Shameelmohammed87@yahoo.com



Jenu Simon

Area Sales Manager

Paytm Service Private Limited

One 97 Communications L.t.d (Paytm) Thrissur, Kerala India

0917034038530 jenu.simon@paytm.com



Muhammad Shahiad

Managing Director DX GLOBAL SOFTWARE SOLUTIONS

DXG SOFTS PRIVATE LIMITED Ernakulam, Kerala India

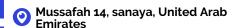
0918848545645 m.shahjad.s@gmail.com

Mohammed Imthyas

Managing Director **Aroos Arabia**

Ernakulam, Kerala India 0919388887444 Imtyazph@gmail.com

PERSONAL DETAILS



Unmarried

0 T2573420

Visiting Ending Date: 12/05/2023

∯∯ Male

22-11-1994

in linkedin.com/in/juraij-siddiq

juraijmsf@gmail.com

(9 +971506189951

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

: Advanced High 5.Tamil

RELEVANT SKILLS

• Problem solving • Retain Customer

• Time Management • Operations Control

• Computer literacy • Typing

Coordinating works
Erp Tally

 Quick learner Purchase Entry

• Supplier handling • Communication Negotiation

Summarising

Active listening BDM MS Office

Strategy Setup

Planning • Team Lead