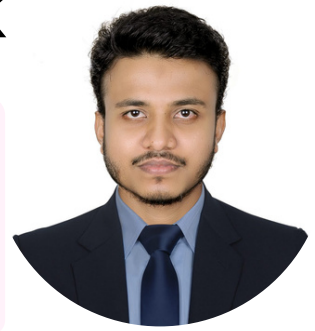




# MOHAMED JURAIJ SIDDIQ K

## TELLER / CASHIER / CUSTOMER SERVICE STAFF


Energetic key accounting assistant with 3.4 years of experience in financial Administration and 2.1 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 CUM SALES COORDINATOR**  
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

 **Muhammad Shahjad**  
Managing Director  
**DX GLOBAL SOFTWARE SOLUTIONS**  
DXG SOFTS PRIVATE LIMITED  
Ernakulam, Kerala India  
0918848545645  
m.shahjad.s@gmail.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

 **Mohammed Imthyas**  
Managing Director  
**Aroos Arabia**  
Ernakulam, Kerala India  
0919388887444  
lmtayzph@gmail.com

### PERSONAL DETAILS

-  **Mussafah 14, sanaya, United Arab Emirates**
-  **Unmarried**
-  **T2573420**
-  **Visiting Ending Date : 12/05/2023**
-  **Male**
-  **22-11-1994**
-  **linkedin.com/in/jurajj-siddiq**
-  **jurajjmsf@gmail.com**
-  **+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
- 5.Tamil : Advanced High

### RELEVANT SKILLS

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