



# SAMEER MOHAMMAD

B.B.M

## PROFILE

- Proven ability to gather, extract and use data effectively.
- Ability to work under pressure in Fast paced environments.
- Excellent interpersonal skills and poised in interactions at all levels.
- Motivated self-starter with ability to think critically.
- Adapt quickly to diverse management styles.
- Proficiency in computer packages.
- Fluency in many languages.

## QUALIFICATION

Bachelor in Business management  
(B.B.M)

Mangalore University in Mangalore, India  
Aug - 2011

## CONTACT

PHONE:  
+971 52-622-4450

ADDRESS:  
Al Muroor Road, Abu Dhabi, UAE

Email: [mohammadsam.uae@gmail.com](mailto:mohammadsam.uae@gmail.com)  
[LinkedIn:](#)  
<https://www.linkedin.com/in/sameer-mohammad-606410214>

## WORK EXPERIENCE

### MQ JEWELRY (Sales cum Accountant)

Nov-2023 to till date

- Greet customers & provide them with product information.
- Assist customers in selecting the right jewellery based on their needs & preferences.
- Maintain a clean & organized store environment.
- Process transactions & handle cash & credit card payments.
- Handle customer complaints & provide right solutions to ensure customer satisfaction.
- Attended many jewelry exhibitions.
- Gold & diamond wholesale purchases.
- Preparing regular reports on expenses, Sales reports, and office budgets.
- Coordinating with Debtors.
- Issue of PDC & Banks reconciliation.
- Daily monitoring of stock and cash balances.
- Preparation of G/L.T/B & P&L report.
- Tax calculation & filing quarterly.
- Cost controlling & petty cash handling.
- Monitoring gold rate fluctuation and placing the metal accordingly.

### LULU INTERNATIONAL EXCHANGE LLC (Asst. Branch

#### Supervisor / Forex dealer)

May 2013 - Aug 2019

- Supervise employees to help ensure efficiency and productivity.
- Perform administrative tasks under the guidance of the supervisor.
- Participate in company training seminars in order to help the company move forward.
- Train new hires on the job once they've completed initial training with the supervisor.

## COMPUTER PROFICIENCY

- Proficient in Tally, SunteH, MS Office & Exchange house applications.
- Internet, E-mailing, OutlookExpress.
- Operating Systems: Windows XP, Linux, MS-DOS.
- Bring any employee concerns to the supervisor in order to ensure company morale.
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## LANGUAGE

- English
- Hindi
- Kannada
- Malayalam
- Urdu
- Tami(basic)
- Konkani

## PERSONAL DATA

DOB : 13/01/1989  
CIVIL STATUS : Married  
NATIONALITY : Indian  
VISA STATUS : Employment Visa  
SEX : Male

- Remittances to various banks in various countries.
- Western union & express money transfers.
- Attending customer queries and complaints
- Dealing with various exchange houses and banks for FC
- Fixing deals depending on market rates and finalizing it.
- Marketing activities for business hike.

## WIPRO INDIA PVT. LTD. (CSR for ICICI PRUDENTIAL)

- Handling customer calls.
- Answering queries of customers.
- Advising customers on their investments in the insurance market.
- Solving customer complaints.
- Cross selling.

## KEY STRENGTHS

- Ability to work as team.
- Good communication skills.
- Willingness to learn.
- Proven record of achievement of goals within deadlines.
- Willingness to accept positive feed backs and working on it.