



## CONTACT

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United Arab Emirates.

**VISA :** OWN VISA  
**EXPIRY DATE :** 05/06/2025  
**DRIVING LICENSE :** UAE  
**EXPIRY DATE :** 23/10/2025

## EDUCATION

2010 - 2013  
**KANNUR UNIVERSITY**  
Bachelor of Commerce

03-11-2012 TO 04-03-2013  
**Diploma in Advanced in Computerized  
Financial Accounting**  
Centre For Practical Professional  
School of Accounting

## LANGUAGE

English  
Arabic (Basic)  
Hindi  
Malayalam  
Tamil

## EXPERTISE

- Presentation & Organizational skills.
- Excellent communication. Casmex.
- MS Office like Word, Excel, Power bi.
- Western Union, Instant Cash & Xpress money.
- Leadership.
- Tally ERP, Quick Books & Peach Tree.
- Time management.
- Creativity

# ABDUL JAMSHEED MOIDEENKUNHI

## SALES AND ADMINISTRATION COORDINATOR

Sales coordinators assist sales managers in the implementation of an organization's sales initiatives and strategies. They play a crucial role in helping the firm achieve its targets and quotas. Sales coordinators typically participate in both the selling and administrative operations of a company.

## EXPERIENCE

- JUN 2019 TO DEC 2022  
QATAR ASPECT RENT A CAR W.L.L. DOHA, QATAR  
**SALES MANAGER**  
Responsible for supervising and motivating salespeople and promoting and encouraging strategies to sell cars and other vehicles. They perform typical manager duties, such as organizing schedules, training, hiring, and setting goals. Responsible for greeting customers, processing rentals and selling optional services, answering and receiving telephone calls, resolving overdue rentals, responding to customer questions and complaints, servicing vehicles for customer rentals and communicating with drivers for customer pick-ups.
- JUN 2017 TO DEC 2018  
AL THURIAH INVESTMENT AND DEVELOPEMENT LLC. SOHAR, OMAN  
**ACCOUNTANT CUM PROPERTY MANAGER**  
Maintains property rentals by advertising and filling vacancies, negotiating and enforcing leases, and maintaining and securing premises.  
Establishes rental rate by surveying local rental rates and calculating overhead costs, depreciation, and profit goals.  
Contracts with tenants by negotiating leases and collecting security deposit.  
Accomplishes financial objectives by collecting rents, paying bills, forecasting requirements, preparing an annual budget, scheduling expenditures, analyzing variances, and initiating corrective action.
- JAN 2015 TO MAR 2017  
ALZAMAN EXCHANGE WLL. DOHA, QATAR  
**REMITTANCE CASHIER**  
Oversees and maintains the organizations foreign currency market position. Executes foreign currency transactions for clients. Receiving payments and issuing receipts, gift-wrapping packages and keeping track of all cash and credit transactions. To be successful in this role, you should have previous experience in a customer service position and good knowledge of how cash registers operate.
- MAY 2013 TO DEC 2014  
GLOBAL SOLUTION PVT LTD. INDIA  
**ACCOUNTANT**  
Manage all accounting transactions.  
Prepare budget forecasts.  
Publish financial statements in time.  
Handle monthly, quarterly and annual closings. Reconcile accounts payable and receivable.  
Ensure timely bank payments.  
Compute taxes and prepare tax returns.  
Manage balance sheets and profit/loss statements.

## REFERENCE

**JAMSHEED P**  
NES GLOBAL LLC  
PIPELINE ENGINEER  
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**NOUSHAD**  
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