



# ARIF ASHARAF

Sales Coordinator | Accounts Assistant

📍 DUBAI, UAE

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## EXECUTIVE SUMMARY

Skilled Sales & Accounts assistant, with hands-on expertise in Customer relations and Supplier gratification. Excellent communications and presentation skills having excellent track record with consistency and proficiency MS Office software's. Proven ability to establish and maintain excellent communication and relationships with clients. Currently seeking to associate with an innovative and vibrant organization which allows me to put my competencies to the best use.

## EDUCATION

**BACHELOR OF COMMERCE:**  
Finance & Taxation

MG University, Kerala, India  
2021

## PERSONAL DETAILS

Date of Birth : 04/08/1999

Gender : Male

Nationality : Indian

Marital Status : Single

Visa status : Visit Visa

## SKILLS

- MS WORD
- MS OFFICE
- MS EXCEL
- NEGOTIATIONS
- ACCOUNTS MANAGEMENT
- CUSTOMER RELATIONS

## EXPERIENCE

### SALES COORDINATOR & SHOWROOM INCHARGE.

SS Hyundai, Kerala, India | 06/2022 – 12/2023

- Managing all the sales related activity of the company.
- Handling a high volume of customer enquiries whilst providing a high quality of service to each caller and supporting the field sales team.
- Carrying out administrative tasks such as data input, processing information, completing paperwork and filing documents to support Accounts department as well as assisting customers with Auto insurance respectively.
- Responding to sales queries via phone, e-mail etc...and also handling direct walk-in customers.
- Handling sales & after sales reports on daily basis and ensuring the same are accurate and precise.

### ACCOUNTS ASSISTANT.

First Chance Cars, Kerala, India | 01/2022 – 06/2022

- Preparing Daily Sales & Collection Reports in Excel.
- Handling Petty Cash for showrooms and making petty cash reports
- Handling Receivables & payables, Checking Cash & Cheque Transactions.
- Stock and inventory management.
- Preparing payments for supplier based on aging.
- Preparation of salary advance report in excel.
- Preparation of Balance sheet and Profit & Loss accounts at certain intervals to evaluate the financial position of the company.

## DECLARATION

I hereby declare that the details mentioned above in my CV are precise to the best of my knowledge and belief.

Place: Dubai

Your's faithfully,

**Arif Asharaf**

## LANGUAGE PROFICIENCY

- ENGLISH
- HINDI
- MALAYALAM
- TAMIL