



MOHAMMAD SAQIB KHAN

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Profile

Seeking a challenging and audacious career in a competitive business world where the high degree of enthusiasm organizational and coordination abilities can be well utilized, wherein I can share my knowledge and show my flexibility to become an eminent professional with excellent analytical and functional ability. I am confident and comfortable working on my own or as a part of team.

PERSONAL DETAILS

D O B: 12/07/1997
VISA STATUS: Employment Visa
NATIONALITY: Indian
MARITIAL STATUS: Unmarried

LANGUAGES KNOWN:

Arabic

English

Hindi

HOBBIES:

Playing
Reading
Self-Confident
Quick learner
Travelling
Time Management

WORK EXPERIENCE

AL HORANY AUTOMATIC GEAR LLC
SALESMAN

FROM MARCH 2021 TO PRESENT

- ❖ Ordered parts from suppliers based on Service Department and customer requests.
- ❖ Developed and managed relationships with existing and prospective clients
- ❖ Arranged and attended meetings with customers to build and maintain excellent customer relationships.
- ❖ Responded to customer emails quickly to maintain excellent service levels.
- ❖ Identify customer parts requirements and provided potential alternatives for hard-to-find parts.
- ❖ Self-managed workload under pressure to consistently meet deadlines.
- ❖ Managed trade and retail counter, providing expert product knowledge on different brand parts to highlight and compare benefits and features

Pluton General Trading Est. Dubai
Accountant

FROM AUGUST 2019 TO JULY 2020

- ❖ Prepared monthly management reports.
- ❖ Handled financial task such as budgeting, forecasting, payroll, accounts payable and accounts receivable.
- ❖ Issued debit note and credit notes to the debtors and creditors.
- ❖ Participate in quarterly audits
- ❖ Prepared the profit and loss statements and reconciliation statement.
- ❖ Updated and maintain bank transaction in company records.

EDUCATION

SDM COLLAGE OF ARTS COMMERCE AND SCIENCE

FROM 2016 TO 2018

BACHELOR OF COMMERCE

GOVT. COLLAGE HONNAVAR

FROM 2013 TO 2015

COMMERCE

DECLARATION:

I hereby certify that the above given data are true and correct to the best of my knowledge and belief.