

## Abdul Basheer D

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### JOB OBJECTIVE

“To be a Professional in **Sales Coordinator** and **Accounts**, seek a position in related careers that will enable me to use my strong organizational skills, educational background and ability to work well with people.”

### PROFILE SUMMARY

- ✚ **12 years** work experience as **Sales Coordinator** (Natural stone/Ceramic Trading), **Admin Coordinator** (construction industry) and **Accounts**
- ✚ Qualified with Bachelor of Business Management (BBM) from Mangalore University, India
- ✚ Well versed in computerized accounting), **Epicor 10** (Customized), **VAT** calculation, **Tally**, **Focus** (customized) **Peachtree & MS Office Applications**.
- ✚ Valid **UAE Driving License** Holder since 2017
- ✚ Restored financial health of the company by taking control of all receivables, payables and assets; negotiating settlements and restructuring financial liabilities with bankers, suppliers and statutory agencies.
- ✚ Strongly commercial in term of communication and influencing skills; Fluent in English, Hindi and conversational in Arabic.
- ✚ Self-motivated, comfortable in taking initiative and worked independently and in team strength environment. Can multi-task & work under pressure and meet deadlines.

### WORK HISTORY

- ✚ **Sales Coordinator – Glaze Granite and Marble**, UAE ( Stones and Tiles Trading Company) - July 2011 to Present- (7 Years Experience)
- ✚ **Accountant, Admin Coordinator** - Mak India Construction, Bangalore, India. (Developers and Construction Company)- Dec 2006 to May 2011 ( 4yrs and 6months)

#### Job Profile as Sales Coordinator

- Primarily assist the sales team, focusing mostly on managing schedules and the distribution of any sales documentation.
- Prepares sales quotations for clients and follow up with them
- Efficiently and professionally respond to any online or telephone queries in a calm and friendly manner.
- Prepare Delivery Order (Packing list) and Invoice after finalization of sales order from the salesman.
- Ensure that measurements and size of the slabs are correctly calculated and stock out done from the system stock list
- Coordinate with sales team the material requirements and availability in the stock and its transition stage.
- Produce the reports of slow moving and fast moving materials and outline any developed strategies to improve the sales.
- Appropriately and carefully make invoice in term of material pricing, Payment terms, Delivery terms and adding up miscellaneous charges if arises.
- Communicate and Operate between other departments and the clients to provide the service most suitable to the client's needs, cost and time restraints.

- Works closely with sales team to assess the progress of the department and develop the sales strategy accordingly.
- Produce progress reports of sales department and outline any developed strategies to improve the sales
- Resolving any sales related issues with customers.
- Overseeing any supercharges and evaluating any alterations to both external and internal staff.

#### **Job Profile as Accountant**

- Well-versed in general accepted accounting principles, accounts payable and receivables
- Skilled in preparing income statements, monthly balance sheets, and cash flow statements
- Preparation and checking of Trial Balance, Profit and Loss A/c and Balance sheet.
- Posting to the cash Book, Ledgers, and Journal etc.
- Preparation of Payroll and Review and processes all petty cash payments,
- Reconciliation of Bank Statement and Cash and Cheque deposit in Bank
- Prepare and process accounts payable checks.
- Maintain accounts in computerized environment (In ERP Software)
- Generating monthly reports for the company
- Monitoring accounts of Payable and receivable to ensure payments are up-to-date
- Resolving the discrepancies related to invoices
- Creating Reports of expenditures and income in month wise to the Management
- Calculate and distribute wages/salaries and Settlement of weekly payments to suppliers.
- Compare the statement, cash excess and shortage and rectify into the general ledger.
- Scrutiny of accounts-day to day entries, ledger monitoring on weekly basis.
- Maintain loan and advance accounts against travel advance, party advance, advance against salary, expenses
- Calculate and pay the duties and taxes in India (VAT, TDS, Entry Tax, Road Tax and Insurance premium)
- Secures financial information by completing database backups.
- Protects organization's value by keeping information confidential.

#### **Job Profile as Admin Coordinator**

- Coordinated the management for bidding the roads and highway projects.
- Established and Maintained good relationship with clients (Govt. officers), report them the progress of works and its executions.
- Submit the documents and Bank Guarantees to the Govt. Officials for project bidding and Approvals.
- Having verbal and written communication with Govt. officials or clients regarding the projects.
- Monitor and following up the contract receipts as per work execution.
- Arrange meeting with Technical team and finance Dept. for work execution and completion period
- Inform and communicate with the management about the work stage and its progress.
- Monitor and follow up to Recollect all furnished documents and Retention fund from the clients after completion of work contract.

#### **EDUCATION**

- ✓ **Bachelor of Business Management (BBM)** from Mangalore University, India.- 2006

#### **COMPUTER SKILLS**

- ✓ ERP-Epicor 10, Tally, Peachtree, Focus, and DacEasy.
- ✓ MS Office Applications

#### **PERSONAL PROFILE**

**Date of birth** : 18-09-1985  
**Nationality** : Indian  
**Language** : English, Hindi, Arabic (basic) and Malayalam  
**Visa Status** : Employment Visa