



Manzoor Musthafa

Seeking a Sales Job that offers a vibrant workplace where I can use my solid Sales & Supervisory experience and proven customer-relationship strengths to achieve challenging sales goals. Driven Sales Representative looking for a position that will benefit from a proven record of achieving demanding Sales results. **Having Valid UAE Driving license.**

A Result-oriented, highly motivated professional with over 8 years of experiences in the field of **Sales Representative, Supervisor, Sales Coordinator, Accounting & Auditing & Administration.**

Work experience

Sales Representative Jul 2018 - Jul 2020

Royal Majestic Furniture LLC, Abudhabi, UAE

Sales Man cum Supervisor-

Duties & Responsibilities:-

- **Sells** products by establishing contact and developing relationships with Customers;
- Maintains relationships with Customers by providing support, information, and guidance for selecting **Fabrics, Curtains, Carpets, Wallpapers, Bed & Mattress, Sofa & Majlis, Furniture & Wall Decor** and Accessories in their budget range;
- Conducted **On-site** measurements at Customer homes & offices;
- Understanding customers' needs and identifying sales opportunities;
- Customise according to customer requirements;
- Answering potential customers' questions and sending additional information per email;
- Perform a thorough background check before jumping into the sales process;
- Keep track of inventory & Help customers find items in the store;
- Check for stock at other branches or order requested stock for customers;
- **ADNOC** E-Tendering:- Accessing RFQ (Request for Quotation) and BID Submission;
- Handled & **Supervised Project** works in Adnoc HQ, Adnoc Gas Processing, Ministry of Interiors, Armed Force, Supreme Council for National Security, GASCO etc..;
- Follow up Lpo's & make deliveries on time (For Adnoc Filling Service Station we make delivery directly & for Adnoc Gas Processing through MICCO Logistics or direct, like Habshan, Bu Hasa, Ruwais etc);
- **Procurement**- Handling Purchase division for getting product/item/service as mentioned in Lpo, includes assessing the market, evaluating pricing and availability, Ordering & Supply products/services, and keeping accurate records, for better price;
- Creating and managing team schedules & workflow;
- Helping to resolve employees issues and disputes & Evaluating performance and providing feedback;
- Assisting showroom colleges for arranging catalogues, handling customers;
- **Reporting** to Senior management & HR;

Accountant cum Sales Coordinator Jan 2013 - Apr 2017

SamaSteel Engineering & Fabrication, Abudhabi, UAE

Accountant cum Sales Coordinator-

Duties & Responsibilities:-

- Handling **Petty Cash, Payroll, Banking & Accounts**;
- Manage Balance sheets and profit/loss statements;
- **Reconcile** Banks, Accounts payable and Receivable;
- Support & Handle monthly, quarterly and Annual closings;
- Prepares payments by verifying documentation, and requesting disbursements;
- Preparing RV's & PV's for Receipts & Payments;
- Preparing **Internal Branch** Invoices;
- Preparing External monthly **Sales Invoices** as per Delivery Note;
- Managing Schedules and the distribution of any Sales **Documentations**;
- Serve as advisor to our employees by answering all of their sales related questions and concerns;
- Prepares and then follows up on any Sales quotations made for clients;
- Work closely with the Sales team to assess the progress of the department and develop Sales strategy accordingly;

Personal

Name

Manzoor Musthafa

Address

Delma Street, Airport Road near Al Wahda Mall
51133 Abu Dhabi, UAE

Phone number

+971 56 6840317 (UAE),
+919847065238 (India)

Email

manzoormusthafa@gmail.com

Date of birth

17-08-1989

Place of birth

Payyannur, Kerala

Gender

Male

Nationality

Indian

Marital status

Married

Driving licence

UAE & Indian Light Vehicle Driving Licence

LinkedIn

<https://www.linkedin.com/in/mansoor-musthafa-37327ab1>

Interests

Reading & Traveling

Hearing Speeches

Languages

English	Fluent
Hindi	Fluent
Arabic	Advanced
Malayalam	Native

Varma & Varma Chartered Accountants, Kannur, Kerala

Accounting & Auditing-

Duties & Responsibilities:-

- Preparing Day books & Ledger Accounts of our various clients;
- Managing Accounts Receivables & Payables;
- Preparing Bank Reconciliation Statement ,Profit & Loss A/c & Balance Sheet;
- Verify the supporting documents of bills, receipts & Reconciliation statements;
- Find out any discrepancies within the documents;
- Inspect the final amounts of assets & liabilities & compare them with amounts displayed in Balance Sheet;
- Provide required support to Chief Auditor for conducting the financial audit;

Education and Qualifications

B.Com, Kannur University

Apr 2008 - Jul 2011

St.Joseph College, Kannur,Kerala

Higher Secondary Education,Govt. of Kerala

Mar 2006 - Feb 2008

Crescent English Medium School, Kannur,Kerala

Secondary Education,CBSE

Jan 1997 - Jan 2006

P.E.S Vidyalaya English Medium School, Kannur, Kerala


Achievements

- Completed **H2S Awareness** & BA Level 2 **Training** from Talent Training Institute LLC ref.H2S/0037/20(As per ADNOC Gas Processing Requirement);
- Completed **H2S Awareness** Escape Training Level 2 **Exam**,for project work inside ADNOC Gas Processing;
- Completed important Projects,with co-workers, on time and within budget,**Complimented** by Our Chief Supervisors & Project Manager.

Skills

Communication & Leadership 

Tally Accounting Software 

Peachtree Accounting Software 

Ms Office
Excel,WordPowerPoint. 

Graphic Designing-
Photoshop,Coreldraw etc 

References

References available on request.