

## CURRICULUM VITAE

### **Mohammed Omer Al Amoodi**

#### **Sales Coordinator, Wahab Glass Plywood and Hardware Center.**

A challenging position in a professional organization, in conjunction with company's goals and objectives, so that I can use my potential to make valuable contribution to the organization, enhance my skills and can gain quality experience.

#### **WAHAB GLASS PYLWOOD AND HARDWARE CENTER**

##### **➤ Sales Coordinator : July 2015 – February 2016**

- Maximize sales and new account development by cultivating customer relationship, coordinate deliveries and schedule installation service and maintenance orders.
- Monitor inventory levels and place order with the vendor meetings to ensure projected sales and deliveries.
- Arrange inbound and outbound freight appointments focused on meeting client deadlines, inventory levels and service agreements
- Built new business by prospecting and making cold calls/site visits.
- Developing Catalogs, Quotes and Product information, which demonstrated enhanced products and service offerings.
- Increase sales and Profit on monthly basis in just four months.
- Processed payments updated monthly statements and collected funds on delinquent account.
- Reorganized the warehouse and revamped processes to accommodate pre-purchase of six months of inventory.
- Generated additional business by informing existing clients to enhanced product and services.

#### **EMIRATES INTERNATIONAL EXCHANGE**

##### **Customer Service Officer cum Acting Supervisor: April 2013– May 2015**

##### **➤ Customer Service Officer**

- As a Customer Service Officer at EIE, my goal was to conduct business analysis and how to handle customer who come for various products transactions.
- Attend Counter Customer, Remittance sending and Receiving from any part of the World.
- Using Instant Money transfer Products like Money Gram, Instant Cash, Xpress money, IME, Gulf Remit, BDO ( Banco Di Oro) , Western union money
- Facilitates new customer acquisitions and new accounts Openings for various Banks.
- Issue Demand Draft, Wire Transfers and Inter – UAE money Transfer.
- Send and Receive inward Payment/Outward payment and Cheques.

##### **➤ Cashier**

- Handling foreign currency.
- Purchase and Selling of foreign currency thru customers as well as other foreign currency dealers.
- Receiving of TT/DD and other Instant Product transaction amount as well as foreign currency as we used to follow single counter system.
- Knowledge of all foreign currency and can differentiate difference between original and duplicate.



##### **TELEPHONE (mobile):**

+966540544534

##### **E-MAIL:**

Mdomeralamoodi@gmail.com

##### **SKYPE: mdomeralamoodi**

##### **SPECIALIZATION:**

Marketing  
Customer Service  
Sales  
Finance

##### **FUNCTIONS SERVED:**

Sales  
Business Development  
Retail Management

##### **EDUCATION:**

MBA (Marketing & Finance)  
B.Com (Computers)

##### **SKILLS:**

SAP (Sales and Distribution)  
PGDCA  
Networking (L A N)  
Excellent Communication

##### **EMPLOYERS:**

EIIE

GAS Architectural Solutions  
(DORMA)

➤ **Acting Supervisor**

- Manages all Branch operations.
- To ensure maximum customer satisfaction and retention.
- Ensure Cash handling is done as per company Policies.
- Register customer transactions complaints, status and general inquiries.
- Marketing for WPS Registration Service and Scheduling appointments.
- Reaching the targets successfully and under the stipulated time.
- Telemarketing to inform the fluctuating rates to High value customers.
- Timely and effectively handle queries/concern of the customers over the telephone.
- Verifications of documents in compliance with AML policy.
- Visiting Labor Camps for remittance, WPS processing and disbursements at Labor camps sites/branch along with marketing Staff.

**GAS Glass Architectural Solutions- (Junior Accountant) – India, Jan 2012 to Feb 2013**

- Worked as ASSISTANT ACCOUNTS MANAGER at GAS ARCHITECTURAL SOLUTIONS PVT LTD.
- Handling Warehouse Records for Hardware's like Dorma, Finesta and Haffelè.
- Maintain purchase book & sales book.
- Prepare Payment Planner in excel to trace the payments of the suppliers
- Maintain soft relation with almost every customer; Follow up the customer on regular basis for the outstanding payments issues.
- Maintain Accounts Receivable Section by following up the customer based on their commitment towards the payments.
- Daily collection of Receipts & Payments, enter in the software.
- Personally used to go to the customer place and reconcile the accounts statement with their accounts.
- Maintain Collection reports on monthly basis as every month we have a monthly meeting to explain the activities of the particular month.
- Preparing Cheques & maintaining proper records of PDCs
- Assisting to Manager & follow up all work related issues

**Education Details:**

A C A D E M I C S	U N I V E R S I T Y / C O L L E G E	Y E A R
MBA (Marketing And Finance)	O s m a n i a U n i v e r s i t y	2 0 1 2
B . C o m ( C o m p u t e r s )	O s m a n i a U n i v e r s i t y	2 0 1 0
I n t e r m e d i a t e 1 2 t h	B o a r d o f I n t e r m e d i a t e	2 0 0 7

**Personal Profile**

Father's Name : Rafeeq Iqbal  
Date of Birth : August 11, 1989  
Marital Status : Single  
Nationality : Indian  
Languages known : Arabic (Basic), English, Hindi & Urdu.  
Visa Status : Transferable Aqama (Saudi Arabia)