# **MUHAMMAD SHADIM P**

## CONTACT

+968 7986 3914

□ punathilshadim@gmail.com

Oman, Muscat

# PERSONAL INFORMATION

Date Of Birth : 06th March 2000

Nationality : Indian

Driving License: 122447485 (Light Vehicle)

Pass Port : V0528990

Visa Status : Residence Visa

(Expiry: 26/06/2026)

## EDUCATION

## PLUS TWO COMMERCE

 Completed plus two from unity college Kozhikode.kerela

#### **SSLC**

SECONDARY SCHOOL LEAVING CERTIFICATE

#### CERTIFICATE COURSES

## DIPLOMA IN ACCOUNTS AND TAX STUDIES

- Proficiency in practical accounting with GST & VAT in GCC, Tally ERP9
- Peachtree Accounting, QuickBooks Accounting
- E-filing of statutory returns
- Advanced Excel & PowerPoint

## LANGUAGE KNOWN

- ENGLISH
- HINDI
- ARABIC
- MALAYALAM

## CAREER OVERVIEW

Experienced in sales and marketing with a background in commerce. Skilled in customer service, achieving targets, and accounts.

Dedicated, adaptable, and holds a valid visa and driving license.

# SKILLS

- Sales & Marketing: Skilled in building relationships, achieving targets, and promoting products.
- Customer Service: Understanding customer needs and providing excellent support.
- **Communication**: Strong verbal and written skills for client interactions.
- **Teamwork**: Works well with others to meet goals.
- Problem-Solving: Quick at handling challenges and finding solutions.
- Organization: Manages tasks and meets deadlines efficiently
- Technical Skills: Knowledge of accounts and taxation

## WORK EXPERIENCE

#### Ampm LLC

9 Sohar, Muscat

# SALES EXECUTIVE

- Managed customer interactions and provided excellent service to meet sales targets.
- Promoted products and services effectively to increase revenue.
- Built and maintained strong relationships with clients.

## Golden Oud for Business LLC

Muscat

#### SALES & MARKETING EXECUTIVE

- Developed and implemented marketing strategies to promote products and services..
- Increased customer engagement and improved brand visibility through effective campaigns..
- Worked closely with clients to understand their needs and deliver tailored solutions.