

MUHAMMED FAHIZ



PROFILE

Results-driven sales coordinator with 3 Years of experience in managing and coordinating sales activities. Skilled in building and maintaining relationship with clients, analyzing market trends, and developing strategic sales plan. Possess a strong track record of exceeding sales targets and delivering exceptional customer service. Seeking to utilize my skills and contribute to the growth and success of a dynamic sales team

CONTACT

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COMPUTER PROFICIENCY

SAP S4 HANA, SAP B1
MS-Office
Tally ERP 9
Microsoft Excel
Microsoft Outlook
Microsoft Word

Seeking assignment in sales coordinator / accounts receivable / sales operation/ with an organization that offers long-term growth and recognition of my dedication drive and achievements. Academically and professionally qualified with more than 3 years of experience in Accounts, sales and operation.

SALES COORDINATOR / SALES OPERATION /ACCOUNTS RECEIVABLE (AR)

EDUCATION

SAP B1 (Business one)
PGDIFA (Post Graduate Diploma in Indian & Foreign Accounting)
IPA (The institute of professional accountant)
2019-2020

Bachelor of Commerce (B.COM)
2016–2019
University of Calicut

WORK EXPERIENCE

Sales Coordinator - Western International Group – Dubai, U.A.E
2022 - Present

- ❖ Coordinating the sales team by managing schedules filing important document and communicating relevant information
- ❖ Efficiently processed and tracked sales orders from initiation to fulfillment using SAP, ensuring accuracy, timely delivery, and seamless order management
- ❖ Utilized CRM software to maintain accurate records of customer interactions and track sales activities, ensuring effective follow-up and streamlined communication
- ❖ Generated regular sales reports and analyzed data trends using Microsoft Excel and Power BI to identify areas for improvement and develop strategies to optimize sales performance
- ❖ Tracking inbound and outbound orders to prevent overstocking and out of stock (OOS)
- ❖ Prepare accurate quotations based on customer requests and ensure timely processing of customer orders upon receipt of purchase orders (PO)
- ❖ Assisted in preparing proposals, quotations, and presentations for potentials clients, incorporating pricing strategies and product information to support sales effort
- ❖ Monitored inventory levels and collaborated with the inventory management team to ensure adequate stock availability
- ❖ Responding to complaints from customers and give after-sales support when requested
- ❖ Supported the onboarding process for new sales team members by providing training on sales processes and product knowledge to ensure smooth integration in the team.
- ❖ Manage order exceptions, collaborating with both internal and external customers to resolve issues efficient
- ❖ Prepared and reviewed proforma invoices and commercial invoices for international shipments, ensuring compliance with import/export regulations.

LANGUAGES KNOWN

English
Hindi
Arabic
TAMIL
Malayalam

SKILLS & ABILITIES

- Excellent, polite and persuasive communication skills
- Ability to meet deadlines
- Passionate, hard worker and well-organized professional with power to prioritize and multitask
- Able to learn new software application quickly
- Maintain inventory records
- Proficiency in I T
- Able to work alone
- Flexibility
- Teamwork
- Quick Learner
- Analytical skills

CERTIFICATES

Sap business one 8.8
Post Graduate Diploma (PGDIFA)
Tally. ERP 9.0
Quick Books Desktop version
GULF VAT
GST(INDIA)
Date of achievement:2020 FEB

Accounts Receivable clerk - Western International Group – Dubai,U.A.E **Jun 2021 - feb 2022**

- ❖ Processing accounting receivable and incoming payments in compliance and financial policies and procedure
- ❖ Performing day to day financial transactions including verifying classifying computing posting and recording accounts receivable data
- ❖ Preparing bills receivable, invoices and bank deposit
- ❖ Managing an accounting receivable ledger and accounts receivable files
- ❖ Posting payments to customer accounts
- ❖ Working with the collections department to review accounts client payment history

Accountant –IPA EDUCATION PRIVATE LIMITED-INDIA **Feb-2020 – jan-2021**

- ❖ GST return preparation and filing
- ❖ Posting of Cash & Bank Receipts and Payments
- ❖ Maintaining account ledgers
- ❖ Reconciliation of books of accounts

DECLARATION

I hereby declare that all the information provided by me in the above is true to the best of my knowledge.