



JAHANGIR BABA M

Nationality: Indian **Date of birth:** 14/04/1975

Mob : +971 552096330 - +971 523803692 **Email :** j8608711011@gmail.com



Home: No: 6 , Near Abubaker siddiq metro station , Daira, Dubai ,UAE

No : 22/2 , MGM Complex , Khajamalai , Trichy - TN - INDIA,

POST APPLIED : Jr. ACCOUNTANAT / STORES INCHARGE.

EDUCATION: B.com. (Bachelor of commerce)

WORK EXPERIENCE

Sales coordinator

FS DESIGN 2017 – 2024

City: Chennai | **Country:** India

providing administrative support to sales team to enhance overall efficiency, maintaining sales reports .

Keeping customer data for follow-up and to provide customer service in the preferred manner, make quotes etc prepare sales orders, Generating Purchase orders , Payment Collection and Credit Managements ,sales targets follow-up with sales peoples ,Conducted market research to identify new business opportunities, and providing due and sending monthly statements for collections .

Accountant CUM Stores Incharge

NOOR AL ILM GENERAL TRADING LLC 2009 – 2016

City: DUBAI | **Country:** United Arab Emirates

Sales invoice, Delivery note, GRN , system entry's, Shop - sales Cash collection and Cheque collection, Payment Voucher making, Daily bank reconciliation Dr , Cr amount , SOA - Statement send to customers and supplier statement outstanding conformation, added work as store keeper for maintaining stock and handle delivery, inventory control .

Cashier and Accountant

AL AIN DENTAL CLINIC 2007 – 2008

City: JEDDAH | **Country:** Saudi Arabia

Petty cash Handling, - Cash receipt making, - Payment voucher making, - Cr card amount receiving, bank reconciliation – supporting accounts dept if required.

CSR - Cashier and Accountant

Al Ansar Printing 2006 – 2007

City: JEDDAH | **Country:** Saudi Arabia

Handling customer complaints, Processing orders and returns, answering customer question, collecting customer feedback, troubleshooting problems, Responding to customer reviews.

Junior Accountant

Sri Vengadeswara Pvt Ltd. 1998 – 2005

City: Trichy | **Country:** India

Daily Manage bank reconciliations , Payable and receivable accounts , Making Invoice, Support to senior accountant, financial statement and reports, Preparing and Updating monthly financial statements.

Languages known : English, Hindi, Tamil and Malayalam

SOFTWARE SKILLS

Tally prime / Easy bussiness / Counter Accounts Software / Microsoft Office / / DCA Software

PERSONNEL DETAILS:

PASSPORT NO : W6686575

DATE OF EXPIRY: 02/11/2032

VISA STATUS: VISIT VISA (UAE)

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