

Objective

Competent in computerized register system

Follow established cashing procedures and policies

Knowledge of Microsoft Office including Outlook, Word, and Excel

Answer phone calls in a professional manner

Basic math skills

Ability to identify and sell products based on consumer needs

Ability to multitask in a fast-paced environment

Excellent customer service skills

Well-versed in performing credit, debit, gift card, and cash transactions

Ability to work with little or no supervision

Team player who can work well with various personalities

Experience with monitoring pick-up and delivery orders

Experience

- **Reliance Communications** 01/04/2008-31/12/2010

SALES EXECUTIVE

meeting with clients virtually or during sales visits
demonstrating and presenting products
establishing new business
maintaining accurate records
attending trade exhibitions, conferences and meetings
reviewing sales performance
negotiating contracts and packages
working towards monthly or annual targets

- **Ali Metal Export** 01/01/2011-30/10/2016

ACCOUNTANT

Accountant, Reconcile invoices and identify discrepancies
Create and update expense reports
Process reimbursement forms
Prepare bank deposits
Enter financial transactions into internal databases
Check spreadsheets for accuracy
Maintain digital and physical financial records
Issue invoices to customers and external partners, as needed



Umar Talib

Contact

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📍 Moradabad, Uttar Pradesh

Personal Details

- Date of Birth : 25/02/1989
- Nationality : Indian
- Marital Status : Single

Skills

Communication 60%

Teamwork

Leadership

Creativity

Problem Solving

Time Management

Team Leadership

Language

- English
- Hindi
- Urdu

Activities

- I will do my work very honestly and hardwork
- Work with team and give best suggestion to do work fast

Umar Talib