

CURRICULUM VITAE

MUHAMMED JISHIL .MT

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Iqama No. : 2618152272

Albatha, Riyadh



Objective

Dynamic and results-oriented Team Leader with over 3 years of proven experience in retail management, customer relations, and operational coordination. Recognized as a dependable leader who drives performance, motivates teams, and ensures smooth business operations. Skilled in sales optimization, inventory management, team supervision, and client relationship building. Known for maintaining high morale among team members and consistently exceeding departmental targets through strategic guidance and hands-on leadership

Areas of Expertise

Team Leadership	Staff Training
Inventory Management	Reporting & Documentation
Dispatch & Receiving	Stock Control

WORK EXPERIENCE – 03 YEAR

ACCOUNT MANAGER – vyapar (Billing & Accounting Software) feb 2025 – sep 2025

- Coordinated partner operations and ensured smooth data processing.
- Followed up and resolved customer and partner issues promptly.
- Assisted with sales and client communication to achieve business goals.
- Maintained organized records and daily reports for operations tracking.
- Supported team activities to ensure efficient workflow.

DEPARTMENT IN CHARGE – SKECHERS (BRAND FOLIO LLC,UAE)

OCT 2022 - DEC 2024

- Guiding the teams and achieving the departmental objectives.
- Handling petty cash and banking.
- Keeping track of inventory level.
- closing and updating sales reports.
- Maintaining good customer relation and sales

CUSTOMER RELATION EXECUTIVE - Golden Brokers (UAE)

JUL 2022 - SEP 2022

- Ensure customer satisfaction.
- Maintaining long-term relationships with clients.
- Resolved complex client issues and escalated concerns, improving overall client retention

ASSOCIATE FINANCE TRAINEE – Xpedia education center (Kerala)

NOV 2021 - APR 2022

- Efficiently processed and maintained daily accounting journals, ledgers, and supporting documentation for financial transactions.
- Collaborated with senior accountants to prepare essential components of financial statements, including trial balance

Academic Qualification

MASTER OF BUSINESS ADMINISTRATION (MBA)

CGPA - 7.11

Specialized in HR and Marketing

Bangalore City University, Karnataka, India 2019-2021

BACHELOR OF BUSINESS ADMINISTRATION (BBA)

CGPA – 6.32

Specialized in Finance

University of Calicut, Kerala, India 2016-2019

Certifications

- **Logistics Management**
- **Certificate in Computerized Accounting**

Technical Skills

- **Advanced MS Excel (Since 2021):** High proficiency in data analysis using Pivot Tables, VLOOKUP and financial functions for detailed reporting and sales tracking.
- **Computerized Accounting Systems:** Expertise in using accounting software (e.g., Tally, QuickBooks) for ledger management, financial transactions, and generating statements

Personality Traits

- **Goal-Oriented Drive**
- **collaborative Leadership**
- **Effective Management Style**
- **Organizational Excellence**
- **Accountability & Discipline**
- **Commitment to Success**

Personal Details

- **Nationality** : Indian
- **Date of birth** :17/5/1999
- **Marital status** : Single
- **Languages known** : English, Malayalam, Tamil, Hindi
- **Contact number** : +966 54 8037169
- **Iqama** : Transferable
- **Permanent address** : MALAPPURM, KERALA, INDIA

Declaration

I hereby declare that the above-mentioned particulars are true to the best of my knowledge and belief.

MUHAMMED JISHIL . M T