

# AHMAD MEHMOOD

## Accounts and Sales Specialist

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www.linkedin.com/in/ahmadmehmood1433 Visa States Resistance work

UAE ☆ Driving License



## SUMMARY

Strategic professional with over 8 years of experience driving business growth through expert financial management and sales leadership. Proven track record of success that combines academic excellence with practical expertise in finance, accounting, HR, and sales.

## EXPERIENCE

**Key Account Executive** 07/2024 - 02/2025  
**MAINTAINIT TECHNOLOGIES L.L.C-FZ** Dubai- UAE

- Developed and executed strategic plans to grow key accounts, increasing revenue and market share.
- Identified and pursued new business opportunities, expanding existing relationships and driving revenue growth.
- Utilized negotiation skills to resolve conflicts and close deals.
- Tracked and analyzed sales performance, identifying areas for improvement and optimizing sales strategies.
- Developed and presented regular sales reports, providing insights and recommendations.
- Worked closely with cross-functional teams, including sales, marketing, and product development.

**Accounts Payable Or Receivable Clerk** 01/2023 - 12/2023  
**Silk Air Services** Pakistan - Abbottabad

- Processed and reviewed vendor/customer invoices, credit memos, and payment requests for accuracy and completeness.
- Maintained accurate vendor/customer records, including contact information, payment terms, and tax identification numbers/credit limits.
- Coordinated with vendors/customers to resolve payment discrepancies and obtain missing documentation.
- Ensured timely payment of vendor invoices and processed customer payments, credits, and adjustments in a timely and accurate manner.
- Reconciled vendor/customer statements and investigated discrepancies.
- Assisted with month-end closing, preparing journal entries and account reconciliations.

**Sales Executive** 02/2020 - 12/2022  
**Dubai Refreshment P.J.S.C** UAE - Dubai

- Developed and executed sales strategies to drive growth, increase market share, and expand customer base in FMCG, Modern Trade, and Mini Market sectors.
- Fostered strong relationships with key customers, including retailers, wholesalers, and distributors, to ensure long-term partnerships and revenue growth.
- Demonstrated in-depth product knowledge, promoting features, benefits, and unique selling points to customers, and identifying new sales opportunities.
- Analyzed sales trends, forecasted sales, and developed strategic plans to achieve sales targets, ensuring alignment with business objectives.
- Designed and executed trade promotion plans, including in-store promotions, displays, and events, to drive sales, increase brand visibility, and enhance customer engagement.
- Gathered and analyzed market intelligence, including competitor activity, market trends, and customer needs, to inform sales strategies and stay ahead of the competition.
- I confidently prepared sales reports that analyzed performance and recommended effective, data-driven actions to optimize results. I led collaboration with marketing, logistics, and customer service teams for seamless communication focused on customer needs.

**Accounts and HR Coordinator** 12/2017 - 12/2019  
**Al Haz Plastic Bags Factory** RAK - UAE

- Managed financial statements, including balance sheets, income statements, and cash flow statements, in accordance with UAE GAAP and IFRS.
- Collaborated with external auditors to ensure compliance with UAE regulations and prepared and submitted VAT returns.
- Maintained accurate and up-to-date financial records, including accounts payable, accounts receivable, and general ledger.
- Developed and implemented HR policies and procedures, ensuring compliance with UAE Labor Law.
- Managed recruitment processes, conducted performance appraisals, and recommended training and development programs.
- Coordinated employee data, including attendance, leave, and benefits, and ensured compliance with UAE labor regulations.
- Ensured compliance with UAE labor laws, including visa processing, and analyzed financial data for trends and cost-saving opportunities.

## EDUCATION

**Master of Commerce (M.Com)**  
**Hazara University**  
2014 - 12/2016 Pakistan

**Bachelor of Commerce (B. Com)**  
**Hazara University**  
03/2013 - 09/2014 Pakistan

## WORKING SKILLS

Accounts Management • Balance sheet •  
Accounts Receivable • Accounts payable •  
General Accounting • Cash Collection •  
Credit Manage • Documentation •  
HR Administration • Human Resources •  
Preparation of Monthly, Quarterly and Annual Financial Statements  
Cash Flow Management •  
Journal Entries Accounting • Book Keeping •  
Value Added Tax (VAT) • TALLY • Quick Book •  
B2B • FMCG • Sales • Sales & Marketing •  
Sales Management • Sales Presentations •  
Sales Operations • Lead Qualification •  
Product Promotion • Sales Planning •  
Sales Goals • Customer Satisfaction •  
Customer Relation Management

## PERSONAL SKILLS

Time Management • Organizational Skills •  
Communication Skills • Meeting Deadline •  
Attention to detail • Problem Assessment •  
Decision Making • Team Management •  
Multi-tasking • Relationship Building •  
Teamwork Leader

## CERTIFICATION

Microsoft Office applications, including Word, Excel, and PowerPoint, as well as Email and Internet usage.

## EXPERIENCE

### Account Assistant

09/2012 - 09/2014

#### Ayub Teaching Hospital

Pakistan - Abbottabad

- Responsible for maintaining records of payments and transactions in Pakistan.
- Managing accounts payable, processing purchase orders, handling petty cash, and overseeing payroll.
- Keeping cheque and invoice monitoring systems up to date Prepared and processed documents to distribute funds and make deposits.

### Internship

03/2016 - 01/2021

#### National Bank of Pakistan

Pakistan Abbottabad

- Operation on Human Resources Policies.
- Financial Matters in Abbottabad, Pakistan.

### Internship

12/2013 - 03/2014

#### Askari Bank

Pakistan Abbottabad

- Deposit.
- Bills.
- Remittances, Accounts.

## FIND ME ONLINE



Ahmad Mehmood

[www.linkedin.com/in/ahmadmehmood1433](https://www.linkedin.com/in/ahmadmehmood1433)

## LANGUAGES

English

Proficient

Arabic

Conversational

Urdu

Native

Hindi

Proficient