

# AMEERDEEN JINNA

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## PROFESSIONAL EXPERIENCES

**Sales Officer, 11/2023 - Current**

**Al Wardha Technical Services LLC - Dubai, UAE**

- Built and maintained client relationships to ensure satisfaction.
- Develop and follow sales strategies to meet targets.
- Stay updated on technical products and services.
- Analyze the market to identify potential clients and trends.
- Deliver presentations and handle customer inquiries effectively.

**Project Coordinator, 04/2019 - 11/2023**

**Al Orooba Steel Works - Ajman, UAE**

- Managed project timeline to meet contract deadlines.
- Organized labor, equipment, and materials.
- Acted as main contact for clients, suppliers, and contractors.
- Inspected work to ensure quality standards.

**PRO cum Admin, 09/2012 - 03/2019**

**Al Faidhan General Maint.LLC - Ajman, UAE**

- Processed visas and labor cards with government offices.
- Handled office documents and kept records.
- Assisted with onboarding and followed labor laws.
- Responded to client requests quickly.
- Bought materials and worked with suppliers.

**Operations Executive, 02/2010 - 08/2012**

**Britt World Wide Pvt Ltd - Chennai, India**

- Organized corporate and networking events, ensuring smooth execution.
- Negotiated deals with vendors to improve event logistics, catering, and audiovisual setups.

**Administrative Executive, 01/2007 - 01/2010**

**Restaurant Nazrin Bistro - Kuala Lumpur, Malaysia**

- Kept financial records and managed cash flow.
- Handled daily tasks like inventory, staff schedules, and supplier coordination.
- Responded to customer inquiries and solved problems.
- Maintained employee records.



## CONTACT

**Address:** Dubai, UAE

**Phone:** +971-52-368-4450

**Email:** iamameer88@gmail.com

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## SKILLS

Customer Relationship Management  
Product Knowledge  
Client Presentations and Negotiations  
Sales and Negotiation Skills  
PRO Supports  
Communication Skills  
Time Management  
Organizational Skills  
Computer Skills

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## CERTIFICATIONS

- **Driving License:** UAE, Issued in 2017
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## EDUCATION

Higher National Diploma, Mechanical, 2004

Vandaiyar Group of Institution - India



A-Levels, Tally ERP



Kaisa Computer Tech - India



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## LANGUAGES

**Tamil:** First Language

<b>English:</b>	C2	<b>Malayalam:</b>	C2
			
Proficient		Proficient	

<b>Urdu:</b>	C2	<b>Arabic:</b>	A1
			
Proficient		Beginner	

<b>Hindi:</b>	C2	<b>Malay:</b>	C2
			
Proficient		Proficient	

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## REFERENCES

- Available upon Request