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ENOC Lubes Sales Executive Jobs in Dubai | Emirates National Oil Company

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Company: Emirates National Oil Company

Location: dubai

Category: other-general

ENOC Lubes Sales Executive Jobs in Dubai | Emirates National Oil Company

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Description:

The first part of the document discusses the importance of maintaining accurate records in a business setting. It highlights how proper record-keeping can help in decision-making, legal compliance, and financial management. The text emphasizes that records should be organized, up-to-date, and easily accessible.

Next, the document addresses the challenges of data management in the digital age. It notes that while digital storage offers convenience, it also introduces risks such as data loss, security breaches, and information overload. Solutions like cloud storage, encryption, and regular backups are suggested to mitigate these risks.

The third section focuses on the role of technology in record management. It explores how software solutions can streamline processes, reduce errors, and improve collaboration. The text mentions various tools and platforms used for document management and data analysis.

Finally, the document concludes by stressing the long-term value of a robust record-keeping system. It suggests that businesses should invest in training and resources to ensure their record-keeping practices remain effective and secure over time.

To achieve annual budgeted sales, contribution and financial targets from the sale of Lubricants brands marketed by EPPCO Lubricants.

Job Responsibilities:

Achieve set sales levels of Lubricants marketed by EPPCO through regular / planned visits to customers and prospects.

Call on existing and prospective customers to determine their needs and attempt to satisfy these needs through the profitable sale of branded lubricants.

Ensure customers are satisfied with product performance and service.

Maintain professional relationships

Recommend selling prices.

Make business proposal offers against received inquiries by offering appropriate branded lubricant products and prices.

Job Requirements:

Valid UAE light vehicle-driving license.

Very good knowledge of spoken and written English. Knowledge of spoken and written Arabic is an advantage.

PC literate – knowledge of MS Office software – Excel, Word, PowerPoint.

3-5 years' business to business selling experience – preferably in the lubricants market but not essential.

The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that every entry, no matter how small, should be recorded to ensure the integrity of the financial data. This includes not only sales and purchases but also expenses, income, and any other financial activities. The document provides a detailed list of items that should be tracked, such as dates, amounts, and descriptions of each transaction. It also outlines the proper format for recording these entries, ensuring that they are clear, concise, and easy to read. The second part of the document focuses on the process of reconciling the records. It explains how to compare the recorded transactions against bank statements and other external sources to identify any discrepancies. This process is crucial for detecting errors, such as double entries or missing transactions, and for ensuring that the records are accurate and up-to-date. The document provides step-by-step instructions for performing a reconciliation, including how to identify and investigate any differences. Finally, the document discusses the importance of regular reviews and audits. It stresses that records should be reviewed periodically to ensure their accuracy and to identify any potential issues. It also mentions the role of external auditors in verifying the records and providing an independent opinion on their reliability. The document concludes by emphasizing the overall importance of maintaining accurate and complete financial records for the success of any business or organization.

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