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| **SHAJAHAN** |  |
| Mobile: 971503718643  Email: [shajahan-317002@datachampion.com](mailto:shajahan-317002@datachampion.com) |

**CAREER OBJECTIVE**

To find a challenging position in a continuously growing company and become an integral part where in I use my acquired skills and develop them in order to grow within the organization.

**PERSONAL STRENGTH**

Hardworking, meticulous, self-motivated and committed to the job assigned with a pleasant personality and an ability to perform duties in a professional and skillful manner.

**WORK EXPERIENCE**

**Sales Consultant**

**Fashion Jewelry Company L.L.C. - Dubai Jul 2010 – Sep 2016**

UAE based company, grown and expanded over the years, into an internationally based Fashion Jewellery network with outlets throughout all the GCC countries and is also the retailer for a large portfolio of renowned global luxury brands.

* Retail operations management
* Direct coordinate activities involving sales and product.
* Maintaining and growing positive customer relationships.
* Maintaining high level of market awareness within customers
* Achieving daily and monthly sales target.
* Participating in shop inventory and ordering stocks as required.
* Coordinating and guide VM implementation based on store format.
* Update and maintain date of all gold and diamond jewellery orders.
* Working closely with Quality Control department for diamond valuation.
* Maintain good relationships with suppliers.
* Day to day task of maintaining proper display in Showcases, check functionality of devices such as weighing scale, printer, computers etc, to ensure the shop is clean and tidy.
* Attending to customers, providing accurate product & price information and closing the sale, ensuring overall customer satisfaction.

**Records Assistant**

**Damas Jewellery L.L.C. - Dubai Jan 2007 – Jun 2010**

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* Handling files and Data entry works.
* Assume complete control of high level and confidential documents.
* To provide necessary documents to Auditors at the time Financial Audit.
* Handling transfer of old files to warehouse for storage purposes on FIFO basis.
* Handling jewellery random checking and Assisting in Inventory Management at outlets in U.A.E under the supervision of Retail Back office.

**EDUCATIONAL QUALIFICATIONS**

**S.S.L.C :** Certificate attested by U.A.E Embassy in New Delhi

**Office Packa        Office Package :**  Microsoft Office XP (Word, Excel and PowerPoint).

**Accounting Package :**  Accounts and Tally version 9 in Oscar Cultural              Institute - Dubai (Attested by Ministry of Education – U.A.E)

**Jewe     Jewellery Training :**   Completed Gold, Diamond and Colour stones training inDamas.

**PERSONAL PROFILE**

Date of Birth             Date of Birth   : 14th November 1985

Marital Status           Marital Status   :  Married

Nationality :  Indian

Visa Details : Visit visa

Languages Known :  English, Hindi, Tamil, Malayalam and knowledge of Arabic.

Driving License          :  Valid Driving License in U.A.E. (Manual)

**DECLARATION**

I hereby confirm that all the information given above is true to the best of my knowledge and belief.