 **CURRICULUM VITAE**

**Objective:**

I am looking forward to develop a career in a well known Organization. My goal is to improve my skills and to achieve what I am looking for, while producing excellent results that are required. I have also been recommended to provide a quick and friendly service.

**Personal Information:**

**Full Name: Shaib**

**Nationality: Tanzanian.**

**Date of Birth: 23 Mar 1992.**

**Marital Status: Single.**

**E-mail:** **shaib.318311@2freemail.com**

**Visa status: Visit visa valid from 22 October 2017- 20 January 2018.**

**Education Qualification:**

* ZANZIBAR UNIVERSITY TANZANIA. 2008-2011**(Bachelor of Sales & Marketing)**
* Completed High School from Makongo Secondary ‘O’ Level. **2004-2007**

**Courses Attended:**

* Microsoft Word, Microsoft Excel, Internet Browsing**. (Dar es salaam,Tanzania)**
* DPS (Dubai Protective System)-**Dubai-UAE**

**Work Experience:**

**MOJO TRADING LLC DUBAI:** **Merchandiser - 6 Feb 2016 -10 September 2016**

**Duty &** **Responsibilities**:

* Check the stock in the store and the expiring date of the item.
* To make Oder of the items if it’s not available in the store
* To clean the shelves before to display the items.
* To arrange the items in good arrangement.
* Arranging the items at their right location.



* **Arkan Security Management Solution: as Security Guard (10 Dec 2013-20 Dec 2015)**
* **Downtown Residence Towers**

**Duties & Responsibilities**:

* Patrolling the Building in and out.
	+ Directing the customer and solving their issues.
	+ Issuing visitors pass to the subcontractor.
	+ Preparing the daily report.
	+ Collecting lost and found items.
* **Emirates NBD-Meydan**
* **Duties & Responsibilities**:
* Patrolling the Area.
* Preparing the daily report and submitting to supervisor.
* Issuing visitors pass with right process.
* Directing Customer to the right location.
* **Grand Hyatt Hotel, Dubai - (12 December 2013 – 04 March 2014)**
* **Duties & Responsibilities**:
* Patrolling the hotel in/out and Traffic Control
* Directing the customer and solving their issues.
* Issuing visitors pass to the subcontractor.
* Preparing the daily report.
* Collecting lost and found items.
* **Five Star Showroom**  **Call Center (Dar es Salaam- 15 July 2011-12 August 2013)**
* **Duties & Responsibilities:**
* To answer calls and respond to emails.
* To handle customer inquiries both telephonically and by email.
* To manage and resolve customer complaints.
* To provide customers with product and service information.
* To enter new customer information into system.
* To follow up customer calls where necessary.
* **Shoprite Supermarket - Merchandiser and Salesman (Dar es Salaam -February 2009-May 2011)**
* **Duty &** **Responsibilities**:
* Gives advice and guidance on product selection to customers.
* Processes cash and card payments.
* Check the stock in the store.
* To make Oder of the items if it’s not available in the store.
* To clean the shelves before to display the items.
* Arranging the items at their right location.
* Monitoring the stocks.
* Arranging the items at their right location.
* To check the expiring date of the Products.
* **Kimady Electronics-Retail Sales Executive (Dar es Salaam-2005-2010)**
* **Duty & Responsibilities:**
* Fulfilling customers inquire on the electronic goods with relevant details of the product.
* Lead customers to designated aisles / shelves for their specified items.
* Provide customers with information regarding product features and benefits.
* Pack electronic items in original packing and ensure that they are provided with warrantee cards.
* Arrange for electronic products to be delivered to customers’ offices and homes.
* Assist in transporting heavy electronic items to vehicles.

**Languages**:

* English, Swahili and Basic Arabic

**Skills:**

* Able to learn quickly and adapt to changing environment.
* Able to work hard under pressure and meet deadlines.
* Able to work under strict schedules with attentions to detail.

**Interest & Activities:**

* I like interacting with people from different cultures.
* Discovering new things, shopping, swimming and watching documentary.

**References: Available upon request**