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**Attn: ADMINISTRATION MANAGER/ H R MANAGER**

**Sub: -Application for the post of Sales Executive & Merchandiser & Store Keeper**

Respected Sir/Madam,

Being given to under stand from the reliable source, there are vacancies available for the above mentioned post, I would like to present my self as a candidate for the above cited post.

For your kind perusal, please find appended my CV.

I hope, my candidature shall be considered for subject field and also assure that, If given an opportunity to serve for your reputed firm , I shall strive to the best of my abilities and ensure mutual success.

Looking forward to hearing from you soon to arrange a meeting at which I can expand on my abilities and interest in working for your esteemed organization

Thanking You,

**CAREER OBJECTIVE**

To work in a challenging position where I can use my academic knowledge and professional skills for the growth of the organization and my career development.

**ACADEMIC QUALIFICATIONS:**

* **Higher Secondary Examination**
* **Secondary School leaving Certificate**

**TECHNICAL QUALIFICATIONS:**

* True ERP & Fact Business Management solution.
* Diploma in Computerized Financial Accounting ( Manual with Computer) from UNIVAC Computer Center.
* Diploma in Computer Application ( Word, Excel, Power Point and Internet) from UNIVAC Computer Center.

**WORK EXPERIENCES:**

**Store Keeper** **( 2010 1st January to Till Date )**

**Jebal Al Atlas General Trading, Dubai ,U A E**

**Job Details**

* Invoice Making.
* Goods Clearing from Airport and Sea Port.
* Arranging delivery to around 150 customers all over UAE.
* Planning, organizing and controlling of warehouse’s all operations.
* Setup layout & space management, work organization chart, procedures.
* Manage stock control: receipt, storage, retrieval and timely delivery of goods; shipment loading & transferring to other warehouses.
* Prepare Inventory report, dead stock report, goods age report, manpower status report to Supply Chain Manager.
* Plan and execute stock cycle count activities every month.
* Receive return materials from customers and account properly.
* Coordinate with other departments: Purchase, Accounts, Stock control & HR.
* HACCP Monitoring, maintaining hygiene & cleanliness of the warehouse and surrounding area.
* Coordination of 30 staff for their daily duty schedule, leave schedule & visa
* Follow-up with Dubai Municipality for DIP inspection.

**Merchandiser (Union Co-op Aweer Branch 2008 April to 2009 December) Alternative General Trading, Dubai, UAE.**

**Job Details**

* Responsible for checking production and expiration strictly.
* Maintaining proper display of merchandise quality display and advertising goal. Thus making effective for the customer to patronize the product.
* Maintain and manage the complete display of the products.
* To make sure the delivery of the item in good condition.
* Keep stock organize and inventory.
* To make sure all item check and receive in the outlet or store.
* Effectively providing assistance to customer whenever needed.
* Implementing FIFO ( First in First Out )

**Office Assistant ( 2006 April 15 to 2008 March 31)**

**Alternative Management Consultancy, Dubai UA E**

**Job Details**

* Invoice Making.
* Cheque & Cash Deposit and Withdraw.
* Following payment with customer.
* Attending Telephone.
* Dealing with Management.
* Arranging meeting with customers.
* Arranging Exhibition for Traders.

**STRENGTHS**

* Self-motivated hard working ability to work under pressure.
* Experience of working in a competitive and challenging environment.
* Good Communication Interpersonal Skills.
* Documentation and filing control
* Excellent Management Skills.

**Declaration**

I hereby declare that all the particulars given above are true to my knowledge and if am

given chance to work in your concern I assure you that I will be sincere towards my job.