**Mohomed**

**Mohomed.363048@2freemail.com**

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**OBJECTIVE**

**To bring my years of working experience to acquire a challenging position and facing the dynamic environment with fullest enthusiasm, dedication and to engage in creative and innovative work with a team spirit in helping the organization for achieving its objectives to become a contented person.**

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**CORE COMPETENCIES**

* Hard working, responsible & flexible
* Good in Time Management to ensure smooth flow of operations
* Developing, implementing procedures and leading efforts for streamlining processes
* Accustomed to meeting tight deadlines, excellent organizational skills, strong oral and written communication skills.
* Experience in customer service, retail sales and business correspondence
* Co-ordination with operating staff to ensure smooth operations
* Prominent knowledge in computer hardware and software; assembling, repairing, trouble shooting and maintenance.

**Career History**

* **Sales Manager/Engineer/Consultant – WESCO Information Technology (Polytoner Middle east)**
* Sales of Compatible Toner Brand Polytoner.
* Managing the store room and show room.
* Maintain and managing the stock of toners.
* Direct correspondent with the manufacturer in China
* Undertaking full office networking including CCTV and PABX
* Sale of Desktops, Laptops, Networking devices.
* Main sales person for all the major corporate clients.
* Running the sales team and the technical team.
* Handling the payment of clients.
* **Sales Executive/Engineer/Consultant – Reva Technologies LLC (Branch)**
* Sales of Computer and other IT Items including memory modules such as MSD Cards and USB Flash drives.
* Attending walk in customers and looking into their technological needs.
* Laptops/Desktops/Servers Repairing.
* Maintaining/Upgrading and Servicing Laptops/Desktops/Servers.
* Indoor and Outdoor Sales.
* Importing and re-exporting white goods and memory modules.
* Since I have been attending for corporate clients need, I have built a big and vast client base.
* Setup of new offices and upgrading old ones for the new technology.
* Installing and Upgrading of software.
* Maintaining the stock of incoming and outgoing import items.
* Coordinating with the shipments.
* Visiting Houses/Offices for better networking and advising the best solution.
* **Delicatessen Sales Associate – Al Azizia United Hyper UAE (Dubai Branch)**

**From 26th May 2012 to 20th August 2013**

* Maintaining the hygiene of myself at its best while keeping up the hygiene and the standards of the products and the selling area.
* Understanding the customer’s needs and providing the products at its best, the way the customer’s needs.
* Keeping my self-updated about the items we sell including the origin, product history, ingredients and all the other visible facts.
* Make sure the items are removed before they become expire and to maintain all the expire dates and check them in a daily basis.
* Sell all the items on a first come-first sell basis.
* Pest control of the counter and the chillers.
* Cleaning and arranging the chillers on weekly basis and helping to move items and make it easy for the weekly and monthly inventory.
* Maintaining the stock and reporting to the supervisor and the line manager prior before the stocks run out.
* Make sure the packaging items (plates, boxes, lids, cleaning liquids, gloves, aprons, tissues) are always filled and to stock them before the stocks does not finish on working times.
* Maintain the expiry book daily and updating it for the whole running year.
* Maintaining the log book to inform any information on different shifts workers.
* Maintaining the chillers (two chillers, one outer display chiller and three main inside coolers) temperature and recording it on the book.
* Knowledge about the product for the customer’s convenient (taste, texture, product content).
* **Operational Customer Service/Sales Executive – Emirates Shipping Line (Colombo, Sri Lanka)**

**From 16th May 2011 to 31st December 2011**

* Attend all the calls regarding import customers.
* Booking of shipments.
* Updating the local bookings system and the international shipping system of emirates (LRP) and confirming the bookings.
* Reserving containers according to the shippers needs.
* Tracking the deliver and informing the shipper when the information is needed.
* Knowledge of the types of container boxes and its difference from the prefix and suffices.
* Dealing with shipping line & Freight forwarders for import & export shipment
* Dealing with local transporters & haulier for trucking arrangement
* Follow up on all related documents for all shipments.
* Ensure all enquiries from customers & overseas agent are replied on time.
* Daily Data Entry and issuing monthly/weekly reports.
* Co-ordinate with sales for shipment arrangement and customer forecast and requirement.
* Communicate with customers on regular basis to update the status of the shipments.
* **Computer/Network Administrator – Raihana Enterprises Pvt. Ltd. (Colombo, Sri Lanka)**

**From 10th January 2011 to 15th May 2011**

* Requested to take the post for a few months in order to set up a system.
* Maintain and administer computer networks and related computing environments, including computer hardware, system software, applications software, and all configurations.

**ACADEMIC QUALIFICATIONS**

* G.C.E. (Ordinary Level) Examination – 2004
* G.C.E. (Advance Level) Examination - 2007

**PROFESSIONAL QUALIFICATIONS**

* Computer Programming Certificate Course - Technical Educational Institute
* Computer Hardware Certificate Course - Informatics Technology

**PERSONAL INFORMATION**

* DOB: 24TH JUNE 1988
* Marital Status: Married

I do hereby certify that the above mentioned particulars are true & correct to the best of my knowledge.