

**Mohamed**

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**Applied For:**

**CAREER OBJECTIVES:**

A challenging career which makes me a professional where I can effectively contribute my ideas as a knowledge worker possessing competent skills.

**EDUCATIONAL QUALIFICATION:**

* Ongoing BBA (*at Atlas Institute*)
* Pre-Degree
* SSLC

**IT QUALIFICATION:**

Secretarial Packages: MS Word, MS Excel, MS PowerPoint, Tally, Internet & E-Mail, Windows7 & 8, Linux OS.

**EXPERIENCE (in detail):**

Following are the jobs done:

1. **Sales Associate cum Backend Sales Person (in Al Khayyat Investment since 3rd Dec 2013- 31st Dec 2016)**

* Serving customers on the shop floor and answering their needs in a timely manner in order to ensure a high level of customer satisfaction and achieve optimum sales results;
* Greet customers, offer assistance and serve them in order to ensure their needs are answered in a timely manner and in compliance with quality and customer service standards;
* Assist customers in their purchase decisions by helping them select relevant and appropriate products, offering proper advice and suggesting gift vouchers when applicable;
* Arrange and replenish on a continuous basis the shop shelves and ensure that the shop floor and shelves are kept clean and tidy at all times;
* Perform physical and electronic inventory of shop products on a regular basis as per Company guidelines in order to ensure accurate stock keeping;
* Up-sell and cross-sell products and services in order to reach hourly and daily sales targets;
* Merchandize products under the appropriate sections according to sales trends, date of release and as per the Department Manager recommendations.

1. **Receptionist (worked in Gulf Tours and Travels since 7th July 2012-14th July 2013)**
   * Facing customer calls at reception.
   * Facing clients at reception face-to-face and handling their requests.
   * Placing calls to company personnel upon necessity.
   * Reporting issues to concerned departments when risks are elevated.

**Relevant Skills:**

1. Planning and Organization
2. Reliability and Responsibility
3. Good Communication skills
4. Ability to take criticism and learn from it
5. Friendly and open minded

**Interests and Achievements:**

* Takes active interest in volunteering and other outdoor activities
* Travelling

**PERSONAL INFORMATION:**

* Date of birth : 04th February,1993
* Gender : Male
* Marital Status : Single
* Language Known : English, Hindi, Malayalam, Tamil, Urdu, Basic Arabic.
* Strength : Optimistic, Patience.
* Visa Status : Long term visit visa single entry (till 30th May)

**DECLARATION:**

I hereby declare that all the information provided above is true to the best of my knowledge & belief.