**CURRICULUM VITAE**

**NUMAN**

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Visa Status: Visit

Valid till: 07/09/2019

## SUMMARY:

Young dynamic self-motivated confident & excellent, Management Computer skills. I do the job with great sense of responsibility and always expect to make a positive contribution and prove myself is an asset to the organization, which employs.

## POSITION : Sales Assistant Cum Cashier

Waatech Computers a member of Wahat Al Ain Trading LLC one of the reliable and reputed suppliers of global brands  such as HP, Canon, Epson, Samsung, Brother, Lexmark and high quality products in the middle east

**Job responsibility**

* Maintaining local clientele include reputed companies in private and government sectors, corporate houses, banks, hospitals, retail chains and many others in UAE.
* Ensuring delivery of materials to the customer within the defined time limit.
* Maintained Diplomatic Relationship with suppliers and distributors.
* Keeping Track On Demands And Analyzing Market Requirements
* Responsible for purchasing products from local Market.
* Negotiating and Purchasing fast moving consumables from suppliers and selling it in competitive price.
* Follow-up collections of all the recorded bills
* Operating sage software and making Customer Quotation and tax invoices.
* Efficient in oral presentation
* Maintaining stock level in store, and ensure stock room well organized

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| ***POSITION : Salesman cum Cashier***  *1.Versace Boutique 1st Line* (Burjuman Centre)  2.Gian Franco Ferre*1st Line* (Burjuman Centre)  *3. John Richmond* (Burjuman Centre)  *4. Canali (Burjuman Centre)*  **Job Responsibilities**: | | | | | |  | | |
| * Ensure customer service and satisfaction. |  | | |  | |  | |
| * To create harmonious relations among customers and management | | |  | | | | | | | |  |  |
| * Carry out other duties as instructed by general operation manager * Implement all relevant company policies and procedure * Handling incoming inquiries * Making all the suppliers bills and handled all the payments. * Providing accurate presentable information about product. * To understand and define customer’s requirements. * Monitoring competitive product market trends. * Services that will turn our satisfied customers into loyal customers. * Foster relationship& support in every stage to the client. * Maintaining stock level in store, and ensure stock room well organized | |  |  |  |
| ***POSITION :Salesman Cum Cashier***   |  |  | | --- | --- | | **Job Responsibilities:** |  | |   Proven success in leading teams and developing professional skills. | | |   Create and maintain excellent relationships with clients and colleagues | | |   Clearly assess problems and suggest viable solutions to benefit all involved parties. | | |   Skilled in handling all facts of operational management including customer service, financial & sales control,  Prepared and distributed online weekly sales reports    Proven ability to work with diverse groups of staff and management.    Planned and organized store displays of merchandise    Specialist in cost and inventory control.    Provided direction for the staff, completing performance assessments, providing constructive feed back  and resolving tensions | |   ***POSITION: Worked as a Placement Officer and MarketingExecutive:***  **Job Responsibilities:**   * Collecting students date and Companies data. * Visiting reputed IT and Non IT companies and generating the job requirement to our Jet king student. * Conducting Placement session and Mock Interview at the end of each module * Conducting CAMPUS interview and Job Fair, placement week and ALUMNI MEET once in six months * Reporting daily placement activity to Mumbai H.O placement Manager. * Entering all the company visit and placed students in ERL every month and also sending monthly Report   to Mumbai Head office  **EDUCATIONAL QUALLIFICATION:**  Bachelor of Science in Chemistry, Botany, Zoology from Mysore University  **COMPUTER**:Diploma in MS Office.  **PERSONAL DETAILS.**  **Date of Birth**: 01/01/1975**.**  **Nationality**: Indian,  **Marital Status**: Married.  **Languages Known** : English, Arabic, Hindi, Urdu, Kannada | | |  |  |
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