RESUME



Sadiq

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OBJECTIVE

To seek a challenging career by occupying a suitable position utilizing my organizational skills and experience to contribute towards the progress of organization and at the same time have the prospects for professional growth and development of my career

KEY STRENGTHS

Honest and sincere, systematic approach to work, self-motivated, trustworthy, hard-working and dedicated, capacity to work independently having good judgment power

**ACADEMIC EDUCATION**

Bachelor’s Degree

A certificate in MS - Office

PROFESSIONAL EXPERIENCE

22 years = Kingdom of Saudi Arabia

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| PERIOD | 1991 -1993 |
| Position | Labor Supervisor |
| Company | Der Al Jazera Shoes Manufacturing CompanyRiyadh, KSA |
| Job description | • Supervised the work of laborers working in the shoes manufacturing unit |

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| PERIOD | 1993-1997 |
| Position | Sales Officer |
| Company | Al Safi Dairy Products, Riyadh, Kingdom of Saudi Arabia - one of the leading dairy farms in Saudi Arabia |
| Job description | * Promoting company’s business by securing orders from supermarkets, malls, outlets * Ensuring prompt delivery against secured orders * Raising invoices * Delivery of invoices * Collection of payments / receivables maintenance and monitoring * Solving complaints of clients * Maintaining good rapport with clients. |

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| PERIOD | 1997-2010 |
| Position | Showroom Sales Officer |
| Company | Al Ghazali Trading Est. , Riyadh, Kingdom of Saudi Arabia - a renowned trading company in costumes, jewels and ornaments in Saudi Arabia |
| Job description | * Receipt of trading goods * Merchandising * Maintenance of stores * Sale of trading goods * Reporting on daily sale to the Management * Attending monthly review meetings to review progress of business * Raising invoices * Delivery of invoices * Collection of payments/ receivables maintenance and monitoring * Depositing money in the bank * Solving complaints of clients * Maintaining cordial business relationship with clients. |

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| PERIOD | 2010-2012 |
| Position | Sales In-charge |
| Company | Al Dawaa Pharmacies in Dammam Kingdom of Saudi Arabia - a renowned chain of pharmacies in Saudi Arabia |
| Job description | * Sale of medicines * Receipt of medicines from suppliers * Stock maintenance * Monitoring of expired medicines * Maintenance of stores * Attending monthly review meetings to review progress of business * Delivery of invoice to clients such as hospitals, clinics, private buyers, houses. Etc. |

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| --- | --- |
|  | • Collection of payments/ receivables maintenance and monitoring |
|  | • Depositing money in the bank |
|  | • Solving complaints of clients |
|  | • Maintaining cordial business relationship with clients. |

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| PERIOD | 2012-2013 |
| Position | Site Supervisor |
| Company | Saudi Bin Ladin Group - a renowned construction company in KSA and GCC |
| Job description | * Verification of attendance of labors * Allocation of job * Allocation of material * Monitoring of PPE of site workers * Monitoring their uniform and their PPE * Solving of grievance of workers on site * Maintenance of their time-sheet (job-card) * Leading the workers allocated to me for monthly meetings * Proper handing over of tools to the Stores after the completion of job |

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| PERIOD | 2014-2016 |
| Position | INDOOR-SALESMAN |
| Company | Leader Sports Trading Co. Dubai, UAE |
| Job description | Sale of   * Gymnastics and athletic sports goods including * Commercial and Residential Gyms * Sports Accessories * Sports Club Utilities * Treadmills * Elliptical Cycle * Regular Fitness Machines * Shoes * Apparels * A to Z Fitness and Health suppliments |

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| PERIOD | 2017 |
| Position | WAREHOUSE AND STOCK-INVENTORY CONTROLLER |
| Company | Leader Sports Trading Co. Dubai, UAE |
| Job description | Warehouse and stock-inventory control including   * Receiving of sports goods and scanning * Allocation and verifying discrepancy of goods * Checking and updating warehouse stock * Allocating and sending sports goods to the specified showroom and outlets * Updating received and delivered goods to the respective officer * Solving the issues on stock collection |

* Verifying delivery
* Attending to customers' grievances and redressal
* Easing hardships of deliver personnel

PERSONAL DATA

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| Name | Rahim |
| Nationality | Indian |
| Educational qualification | B A ( English Literature) |
| Languages known | English, Arabic and Hindi |
| Mother Tongue | Tamil |
| Marital Status | Married |
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| PASSPORT DETAILS |  |

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| Date of issue | 6th of September 2011 |
| Place of issue | Madurai |
| Date of expiry | 5lh of September 2021 |
| Current Status | Working with Leader Sports in Dubai. |

I vouch the information given above are true and correct