**Curriculum vitae**



**Sheerif**

## Email: [sheerif.382343@2freemail.com](mailto:sheerif.382343@2freemail.com)

## Abu Dhabi, U.A.E

**Position: Sales and Customer Service**

**Personal Profile**

Date of Birth : August 29th 1978

Gender : Male

Nationality : Nigerian

Language : English

Status : Married

Visa Status : Employment (Change Status)

**Career Objective**

Highly skilled and industrious sales and customer service professional with a demonstrated ability to perform and deliver the best customer services independently as well as in a team. Tested skills in prioritizing and finishing multiple tasks in time and in a highly organized manner. Able to grasp new concepts and take initiative. Well versed in coordinating sales activities and reaching sales targets.

**Core Competencies**

Interpersonal Relations Sales Support Operations Product Research

Convincing Personality Policy Implementation

**Key Competencies**

* Demonstrate creativity, generates new and original ideas
* Ability to space plans quickly and complete
* Takes and comprehensive approach to every task
* Excellent organizational skills as well as planning project and time management expertise
* Highly dependable, punctual and efficient
* Expert in anticipating and responding to customer needs
* Able to represent a company with a professional appearance and manner
* Enjoy my work and consistently greet customer with smile

**Professional Experience**

**Model Building Maintenance, Abu Dhabi, UAE Nov 2016 – Present**

**Position: Logistics Assistant / Store Assistant**

**Duties and Responsibilities**

* Support senior logistics staff with credible approval on received shipments and ensure both quality and quantity of materials.
* Facilitate backup for administrative staff to trace, track and expedite purchase process and also interact with third party logistics provider.
* Assist with manpower and maintain communication with warehouse staff to ensure proper working order and avoid damage.
* Assist in monitoring and delivering of valuable materials, and back to the ware house after used, I also monitor and facilitate repair orders.
* Ensure sufficient space for incoming deliveries, well numbered and tag of items, dispose of unserviceable or damage items and well secure of the warehouse.
* Conduct safety procedures to ensure save delivery of material or items to be used.

**Emily Millionaire Cosmetics Industrial Limited, Lagos, Nigeria Jan 2003 – Nov 2014**

**Position: Sales and Customer Service / Cashier**

**Job Responsibilities:**

* Welcoming and greeting customers
* Preparing for promotional events and dismantling displays at the end of promotional periods
* Clearly explain cosmetics products suiting clients requirement
* Come up with creative and artistic concepts for store displays
* Maintain organized visually appealing and welcoming store environment
* Maintaining eye-catching effective displays within the store
* Assist customers as they enter the store and look for merchandise
* Often have to fetch beefy boxes of merchandise and handle stock
* Responsible for assisting customers to locate and selecting merchandise
* Accept payments from customers and return change
* Balance daily transactions and report to the management

**Educational Qualification**

* Diploma in Computer Science
* Completing High School , West African Examination Council

**Language Details**

* English Fluent

**Skills and Competencies**

* Good interpersonal and communication skills
* Confident and Self motivated
* Team player, Trustworthy and respectful
* Be able to prioritize duties
* Ability to work for long hours under pressure

**References:**

Can be provided up on request

**Declaration**

I declare that the information provided above is true and correct to the best of my knowledge.

Sheerif