** CURRICULUM VITAE**

**MOSES**

SHARJAH U.A.E

Email: [moses-385468@2freemail.com](mailto:moses-385468@2freemail.com)

**PERSONAL DATA**

Date of Birth: 4th October, 1988

Place of Birth: Lagos State

Sex: Male

Nationality: Nigerian

Marital Status: Married

Religion: Christian

Visa Status: Residence Visa

Languages written and spoken: Fluent English & Minimal Arabic

UAE Driving License: Valid

UAE Driving Experience: 2 Years

Personal Car: Yes

**OBJECTIVE:**

To be in an organization where my value, integrity and dedication is utilized for the development of the organization along with my personal growth.

**EDUCATIONAL BACKGROUND**

* Supervisory / Management Training 2019
* Barista Training 2016
* Obafemi Awolowo University, Nigeria 2016
* Yaba College of Technology 2015
* Nigerian Institute of Information Technology (NIIT) 2005
* Intelligent High School 2004
* Tadey International School, Lagos 1998

**QUALIFICATIONS OBTAINED WITH DATE**

* Store Supervisor 2019
* In Store Learning Coach Certified 2018
* Barista Certificate 2016
* Bachelor Degree In Computer Engineering 2016
* National Diploma (ND) Elect. /Elect. Engr. 2015
* Global Net Curriculum 2005
* WASSCE O’ Level Certificate (SSCE) 2004
* First School Leaving Certificate (FLSC) 1998

**SKILLS & KNOWLEDGES**

* **Operating System:** Windows 2012/2013, Windows Vista, Windows XP, Windows 7, Windows 8.1 & Windows 10.
* **Software’s:** Microsoft office ( Word, Excel, Power Point) – 2007/ 2010/ 2013/ 2016
* Internet & E-mail Services.
* Ability to make decisions and take appropriate actions.
* Highly motivated to assist others in solving work problems.
* Having in depth conversations quickly, working well under pressure & communicating ideas clearly.

**WORKING EXPERIENCE**

**ORGANISATION:**  (UAE)

**DESIGNATION:** Store Supervisor / Barista

**JOB DESCRIPTION:** - Flexibility in Shift Handling

- Set Sales Targets and Try to achieve them

- Handling Guests and Staffs complain in a professional way without any form of been biased

- Inventory Closing and Opening

- Correctly encode stocks received, transferred in and out

- Proper endorsement of shift at all time

- Controlling and avoiding wastages (COGS)

-Display of Merchandise and pre-packs according to planogram

-Cash Handling

-Be Resourceful

-Achieving guest Satisfaction

**DURATION:** 2016 till date

**ORGANISATION:**

**DESIGNATION:** Admin Officer (Maintenance Dept.)

**JOB DESCRIPTION:** -Administrator

-Documentation & Filing

-Monthly/ Quarterly/Yearly Expenses & Budgeted Report

-General Service of Machines & Equipments Report

-Compiling & Collecting of Office Reports & Analysis

-Travelling Arrangement

-Supervision of support staffs

-Booking appointments

**8DURATION:** 2015 – 2016

**ORGANISATION:**

**DESIGNATION:** Merchandiser

**JOB DESCRIPTION:** -Maintaining Display according to the Planogram

- Using recommended SKU for items

-Displaying of Products using FIFO (First IN First OUT)

-Making sure Displays are presentable and very attractive

-Make LPO following the rate of sale

-Weekly update of my Stocks

-Giving Guest complete and satisfactory response concerning each item to achieve guest satisfaction

-Proper Documentation of all items (Displayed, Sold or stocked)

-Cash Handling

-Regular report of Challenges, Guest Complaint/Positive feedback, Observations, Sharing of New Ideas to My Manager in Charge

**DURATION:** 2009 – 2015

**HOBBIES:** -Watching & Playing football

-Singing & Dancing

-Swimming

-Adventures

**REFERENCE:**  Upon Request