

ABDUL AZIZ SHAIK



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Location: Dubai, UAE

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PROFILE

To work in a recognized Organization with a challenging and rewarding position that will enable me to utilize my knowledge, skills and experiences which could also contribute to the growth and improvement of the company

PROFESSIONAL EXPERIENCE

1. Sales Executive/Driver

November 5th 2022 till date

Alchemy Cosmetics Trading

Duties & Responsibilities:

- Presenting sales proposals to potential customers
- Evaluating customer needs
- Selling company products
- Educating customers on products
- Developing effective sales strategy
- Identifying opportunities to improve sales performance
- Monitoring competitor activities
- Maintaining good relationships with customers
- Conducting market and industry research
- Negotiating with existing and potential customers
- Maintaining records of sales leads
- Resolving customer complaints
- Collaborating with the marketing department

2. Cashier / Merchandiser

June 15th 2021 till September 10th 2022

Right Buy Supermarket

Duties & Responsibilities:

- Greeting customers and helping them according to their preferences
- Receiving payment by cash, credit cards, vouchers or automatic debits
- Counting money in cash drawers at the beginning of shifts to ensure that amounts are correct and that there is adequate change

- Maintaining checkout operations by following policies and procedures
- Maintains store shelves by observing displays of company products; removing damaged or freshness-dated products; tidying store shelves; providing optimum display of products
- Maintains inventory by restocking shelves with product, using LIFO & FIFO Methods
- Analyze sales figures, customer's reactions and market trends to anticipate product needs and plan product ranges/stock
- Count and verify packages according to order and invoices (quantity, quality, price etc.)
- Reconcile materials received against invoice quantities and organize materials received for quality inspections
- Receive shipments and sign paperwork upon receipt
- Label deliveries and allocate them to their designated place

3. Cashier / Outlet Incharge

December 23rd 2016 till June 12th 2019

F. Mart Supermarket

Duties & Responsibilities:

- Greeting customers and helping them according to their preferences
- Receiving payment by cash, credit cards, vouchers or automatic debits
- Counting money in cash drawers at the beginning of shifts to ensure that amounts are correct and that there is adequate change
- Maintaining checkout operations by following policies and procedures
- Maintains store shelves by observing displays of company products; removing damaged or freshness-dated products; tidying store shelves; providing optimum display of products
- Maintains inventory by restocking shelves with product, using LIFO & FIFO Methods
- Analyze sales figures, customer's reactions and market trends to anticipate product needs and plan product ranges/stock
- Collaborate with buyers, suppliers, distributors and analysts to negotiate prices, quantities and time-scales
- Collaborate with procurement staff to list expected deliveries
- Inspect and verify the contents to ensure condition of the materials received are undamaged
- Count and verify packages according to order and invoices (quantity, quality, price etc.)
- Reconcile materials received against invoice quantities and organize materials received for quality inspections
- Receive shipments and sign paperwork upon receipt
- Communicate discrepancies in materials received to the receiving manager
- Contact supplier or shipper if a mistake is identified
- Assume responsibility for returning unsatisfactory shipments or receiving replacements
- Label deliveries and allocate them to their designated place
- Ensure invoices are signed and paid for satisfactory deliveries

4. Cashier

November 17th 2014 till November 17th 2016

Caractere Group of Salon

Duties & Responsibilities:

- Greeting customers and helping them according to their preferences
- Receiving payment by cash, credit cards, vouchers or automatic debits
- Counting money in cash drawers at the beginning of shifts to ensure that amounts are correct and that there is adequate change
- Maintaining checkout operations by following policies and procedures

EDUCATION

Matriculation - Arts

June 7th 1999 to June 10th 2009

Anjuman High School

Goa Board, Goa India.

OTHER SKILLS

- Terrific customer service skills
- Capable of handling numerous tasks simultaneously
- Fluent in English, Hindi Arabic
- Having good knowledge of products(Food & Beverages and FMCG'S)
- Time management
- Well Conversant in Communication, Analytical & Interpersonal Skills
- Ability to work well in a team
- Math's skills for handling payments
- A strong work ethic and desire to succeed
- Knowledge of cataloging and inventory techniques.

PERSONAL INFO

- Nationality : Indian
- Passport No : L5649464
- Date of Birth : 20/07/1986
- Visa Status : Employment Visa
- UAE Driving License : No. 3 Manual

SHAIK ABDUL AZIZ

APPLICANT