

# 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 15<sup>th</sup> 2021 till September 10<sup>th</sup> 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 23<sup>rd</sup> 2016 till June 12<sup>th</sup> 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 17<sup>th</sup> 2014 till November 17<sup>th</sup> 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 7<sup>th</sup> 1999 to June 10<sup>th</sup> 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