



AHLAM AKHTAR

DUTY FREE SUPERVISOR

MOB:

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EMAIL:

ahlamakhtar1747@gmail.com

Location : Al Satwa, Dubai, U.A.E
Nationality : Indian
Marital status: Single
Date Of Birth: 20-01-1998
Visa Status: Employment

SKILLS:

- Tally erp 9
- Computer Knowledge
- Microsoft Office
- Diploma in sales (customer care executive)

EDUCATION:

- 2018 Bachelor of business administration (BBA) SUBJECT(international businesses) lucknow university, India.

LANGUAGES:

- English
- Hindi
- Urdu

CAREER OBJECTIVES

Seeking appropriate position to utilize my abilities and skills in the progress of the organization and to take up challenging careers and grow consistently along with the organization while being resourceful, innovative and flexible.

WORK EXPERIENCE

➤ STORE SUPERVISOR

STORE SUPERVISOR ABUDHABI DUTY FREE
SEP 2023 UN TILL NOW

- Plans employee shifts and work schedules.
- Coordinates job assignments and cross-training between and within divisions.
- Provides feedback on employee work performance.
- Prepares reports and updates for upper management.
- Organizes events that will make a positive impact on employee

➤ STORE MANAGER

Viva Supermarket (Landmark Group) Abu Dhabi
May2021 – AUGUST 2023

- Managing store staff.
- Monitor finances, budget and actual expenses.
- Maintain store, stock management .
- Assist customers and maintain a good relationship with customers

➤ RETAIL ADVISOR

AL MAYA SUPERMARKET
Dubai, UAE
July2019 – June 2021

- Receiving customer orders .
- Prepare each customers sales order details and submit to Head Office.
- Maintenance and update of Daily/Monthly Sales Orders.
- keeping a database of the products which is out of stock.
- Enters buyers order and submit to various suppliers within the time limit.

➤ SENIOR SALES EXECUTIVE

SAMSUNG PRVT LTD LLC INDIA
India
Nov 2017 – Jun 2019

- Achieve sales target.
- stock maintenance (stock in and stock out).
- Deal the customers and provide good product knowledge.
- Maintain good customer bonding.

➤ SALES EXECUTIVE

OPPO MOBILES PRVT LTD LLC INDIA
India
Jan 2016 – Oct 2017

REFERENCES

Upon Request