



ARABI MASTHAN

CONTACT

+971581700742

arabirdmd555@gmail.com

DUBAI - AL SATWA

TOURIST VISA EXPIRY

04 / 01 / 2024

EDUCATION

HIGHER SECONDARY SCHOOL (PASS)

2000 - 2002

DIPLOMA IN COMPUTER APPLICATION

1 YEAR COURSE

2002 - 2003

SKILLS

Warehouse Assistant

Office Assistant

Data Entry

Sales Assistant

Cashier

Goods Receiver

Store Keeper

WORK EXPERIENCE

ELETRO MECHANICAL ENG SERVICE COM (QATAR)

STORE KEEPER (CUM) DATA ENTRY

2007 - 2009

- Collect, process, and document all merchandise received and paid for
- assisting with inventory activities as necessary
- Assist in receiving all merchandise from suppliers
- Correcting errors and organizing the information in a manner that will optimize
- swift and accurate capturing.
- Creating accurate spreadsheets.
- Entering and updating information into relevant databases..
- Informing relevant parties regarding errors encountered

ABU DHABI CO OPERATIVE SOCIETY (UAE)

WAREHOUSE RETAIL (STORE KEEPER)

2011 - 2017

- Prepares orders by processing requests and supply orders; pulling materials packing boxes; placing orders in delivery area.
- Pack, stock, organize and rearrange products in warehouse.
- Keep neat and clean warehouse premises.
- Organize and maintain records of inventories up to date.
- Monitor and manage inventory control.
- Manage and handle shipping, loading and unloading of products. and pallet jacks.
- Handle delicate and sensitive products with utmost care.
- Drive, vans, trucks, passenger cars handling warehouse materials.
- Handle and operate necessary tools and accessories in maintaining and managing a warehouse.

QATAR AIRWAYS (QATAR)

CASHIER & DUTY FREE SALES

2017 - 2020

- Greets customers upon entering the store.
- Assists customers in locating specific products.
- Answers inquiries. Promotion item direct to customer focus
- Damage and Expiry check daily report.
- Replenishes product inventory. Clean the store.
- Scan goods and ensure pricing is accurate
- Manage transactions with customers using cash registers
- Collect payments whether in cash or credit.
- Registers sales on a cash register by scanning items, itemizing and totaling customers' purchases.

ILAHY SUPER MARKET (INDIA) (TAMIL NADU)

TEAM LEADER

2021 - 2023

- Cash handling - bank deposits, getting change for cashiers, setting and counting down registers
- Helping to build and train team! Develop leadership skills while aiding in supervising sales associates in the performance of their assigned duties
- Able to reach overhead, bend, squat, kneel and carry products necessary for customer service, inventory stocking and store merchandising

REFERENCES

NAME : ARABI MASTHAN

NATIONALITY : INDIAN

SEX : MALE

DATE OF BIRTH : 07/05/1983

MARITAL STATUS : MARRIED

PLACE : TAMIL NADU

RAMANATHAPURAM

PIN : 623504

PASSPORT DETAILS

Passport No : V5591975

Date of Issue : 17 / 02 /2022

Date of Expiry : 16 / 02 /2032

PLACE OF ISSUE : MADURAI (INDIA)

SOFTWARE KNOWN

MS EXCEL

MS WORD

MS OFFICE

PERSONAL TRAITS :-

Hardworking, proficient and flexible.

Ability to work in a group.

Straight forward and Honest, Enthusiast.

Willingness to accept directions

PERSONAL STRENGTHS :-

Good communication Skills.

Innovative, Adaptive and optimist.

Good understanding ability.

Well prepared to adapt to difficult situation

JOB PROFILE:-

- 10 Years Gulf Experience UAE, QATAR
- Warehouse,Sales, Admin Experience.
- Keep a record of sales and restock the store Accordingly.
- Ensure that the store is kept clean and Organized.
- Mediate any confrontation between staff and
- Client, and DE-escalate the situation.
- Sincerely I'm hard work man.
- working with a team

REFERENCES

I do hereby state that all the above statements made are true to the best of my knowledge. If am given an opportunity, an assurance of honesty, hard work and dedication would be promised with entire satisfaction from my side to all my superiors.

ARABI MASTHAN