



# MUHAMMED ALTHAF. M.A

Seeking a position to utilize my skills and abilities in your esteemed organization and to work in a challenging environment. I have excellent communication and interpersonal skills, willing to accept responsibility, easily adaptable to new environment and sociable.

## EXPERIENCE



Sales with Store in Charge

## CONTACT

**Mobile number:**

0563310548

**Email:**

althaf483@gmail.com

**Address:**

Hor Al Anz, Dubai, U.A.E

## LICENCE

Valid UAE Driving Licence

## PASSPORT DETAILS

- PASSPORT NUMBER : X7206696
- PLACE OF ISSUE : COCHIN
- DATE OF ISSUE : 07/03/2023
- DATE OF EXPIRY : 06/03/2033

## LANGUAGES KNOWN

- ENGLISH
- HINDI
- MALAYALAM

## EDUCATION



### Diploma in Shipping and Logistics Management

Sted Council, India



### Bachelor of Commerce with Computer Application

Bharathiyar university, india

### Hab Al Raih Supermarket., Dubai (2019-2023)

- Develops and expands a portfolio of corporate clients through networking and marketing.
- Investigates new items and makes recommendations for purchasing products.
- Checks inventory to ensure orders are in stock.
- Takes orders in person and on phone, demonstrates product features.
- Advise customers on technical matters and recommends appropriate configurations.
- Solicits information about computer needs from customers.
- Negotiate sales, package discounts, and long-term contracts with clients. Prepares sales visits and presentations to pitch product, service and combination packages to clients.
- Perform cost-benefit and needs analysis of existing/potential customers to meet their needs
- Reviews Stock/inventory reports and uses specialized knowledge of goods to estimate needs and order appropriate quantities of standard and special order items, recommends and implements additions or deletions to standard stock items.
- Compares information on requisitions, invoices, and shipping notices to material received or issued to verify accuracy of order.
- Marking identifying information on materials.
- Resolves problems or complaints presented by staff and users/customers.
- Keeps record of standard inventory, cost, prices and quantity on hand.

## KEY SKILLS

- Planning and Organization – The ability to establish a process for activities that lead to the implementation of systems, procedures or outcomes
- Results Orientation – The ability to identify actions necessary to complete tasks and obtain results
- Goal Achievement – The overall ability to set, pursue, and attain achievable goals, regardless of obstacles or circumstances
- Flexibility – The ability to readily modify, respond to, and integrate change with minimal personal resistance
- Data Analysis – The ability to read and analyze data