

Subject: **Application for the post of Merchandiser, Sale's Executive{In showroom}, Cashier, Storekeeper, Office Assistant{Admin}, Delivery Driver.**

Covering Letter:

To
The Hiring Department,

I obtained your contact information through a website and would like to express my interest in serving your organization within the UAE. I hold a Bachelor's degree in Commerce and have accumulated valuable experience across various roles.

I successfully started and managed a small general retail business, dealing in dress and fancy materials, stationery, electronics, food, and beverages. This venture allowed me to develop strong business acumen and achieve success in a competitive market. Prior to this, I gained experience working as a Merchandiser, Sales Executive, Cashier, Storekeeper, Office Assistant (Admin), and Delivery Driver. These roles have enabled me to hone my skills and deepen my understanding of company procedures.

I am eager to join a company that offers greater growth potential, and I am confident in my ability to make a meaningful contribution to your team. As a fast learner who is adaptable and dedicated, I am ready to take on any position within your organization.

I would welcome the opportunity to meet with you to discuss how my experience aligns with your needs. Additionally, if possible, I would appreciate it if you could direct me to a recruiting contact within your company.

I can be reached at mohammed.azizs4u786@gmail.com. Thank you for your time and consideration. I look forward to the possibility of contributing to your organization.

Sincerely,

Mohammed Azizuddin Shah

Mobile: [+971 557424104](tel:+971557424104)



PERSONAL INFORMATION

NATIONALITY : IND/IAN
DATE OF BIRTH : 08/08/1985
GENDER : MALE
MARITAL STATUS : UNMARRIED

PASSPORT DETAILS

PASSPORT NO : X8344783
ISSUE DATE : 12/04/2023
DATE OF EXPIRY : 11/04/2033

LANGUAGES KNOWN

- ENGLISH
- URDU
- HINDI
- TELUGU

CURRICULUM VITAE

MOHAMMED AZIZUDDIN SHAH

MOBILE NO : +971 557424104
EMAIL : mohammed.aziz4u786@gmail.com
ADDRESS : BUR DUBAI, DUBAI. UAE.
VISA STATUS : NOC VISA
EXPIRY : 03/08/2025
EMIRATES ID : 784-1985-67500503(NOC)
Valid UAE DRIVING LICENSE(LV Automatic)

CAREER OBJECTIVE

To win a challenging position as a Professional Sales Executive in order to utilize my qualification, hands-on experience of 7 years and proven expertise in the optimum level to the benefit of my employer and also for my career development.

OVERVIEW

A result oriented self-starter with excellent creative skills, flexible and effective Communicator, problem solver, with ability to focus on solutions, proactive, always Challenging current procedures.

EDUCATION / QUALIFICATIONS:

- Bachelors of Commerce from Acharya Nagarjuna University
- Intermediate (CEC) from Board of Intermediate Education (A.P)
- S.S.C from Secondary school of education (A.P)
- Diploma in Refrigeration And Air Conditioner And Home Appliances from SET WIN (A.P)

JOB ROLES

- **STORE SALE'S EXECUTIVE** In Electronics Home Appliances, Ready Made Garments, Stationery And Gifts Items, Food And Beverages.
- **CASHIER** In Allah Sai Fancy And Stationery Store.
- **STOREKEEPER** In M/S Royal Marine Impex Pvt Ltd, In Machinery Department.
- **STOREKEEPER** In Home Appliances Authorized Service Centre.
- **TECHNICIAN** In Home Appliances Service Centre.
- **OFFICE ASSISSTANCE** In Hanuman Traders A Rice Mills Association Office.
- **Delivery Driver** in Courier service.
- **Real Estate Agent** in Blue Mark Real Estate Dubai, UAE.

WORK EXPERIENCE

Blue Mark Real Estate – Dubai, UAE

Aug'2023 – Mar'2024

Real Estate agent

Worked as a Real Estate Agent for Blue Mark Real Estate at Al Barsha Dubai, UAE

ALLAH SAI GENERAL RETAIL STORE - India

Jan'2020 – Still Running

Dress Garments & Fancy, Stationery & Electronics store -

SELF EMPLOYED

- Started own business in Fancy & Stationer, Gifts and Readymade Dress Materials
- Got Success in running the Business.
- Establish or identify prices of goods and services and tabulate the bills.
- Maintain clean and orderly the store.
- Resolve customer complaints.
- Maintain record and bookkeeping.

ROYAL MARINE IMPEX Pvt. Ltd. - India.

March'2019 – Nov ' 2020

STOREKEEPER

- Worked as a store keeper in Royal Marine Impex Pvt. Ltd. India.
- Got experienced in maintenance of stocks and spare parts of and look after the store independently.
- Stock taking on a day to day basis, and taking inward of goods.
- Excellent spoken and written communication skills
- The ability to build relationships with colleagues at all levels
- To be able to plan and prioritize own work and other people's

HOME APPLIANCES TECHNICIAN Cum STOREKEEPER

An Authorized Service Partner for VIDEOCON Home Appliances India

Storekeeper Duties:

- Manage and maintain inventory of home appliances and spare parts.
- Receive, inspect, and verify incoming shipments for accuracy.
- Organize and store items systematically to optimize space and accessibility.
- Monitor stock levels and reorder supplies as needed.
- Maintain accurate records of stock movements and transactions.
- Prepare and process orders for dispatch to customers or service teams.
- Ensure the storage area is clean, safe, and compliant with company policies.

Home Appliances Technician Duties:

- Diagnose and repair various home appliances (e.g., refrigerators, washing machines, microwaves).
 - Perform routine maintenance and testing on appliances to ensure proper functioning.
 - Install new appliances and provide customer guidance on operation and care.
 - Identify and order necessary replacement parts for repairs.
 - Maintain tools and equipment in good working condition.
 - Document all repairs, maintenance tasks, and parts used.
 - Provide excellent customer service and handle inquiries or complaints professionally.
-

M/s HANUMAN TRADERS - India.

2015 - 2017

A Rice Mill Association**OFFICE ASSISTANT**

- Handle incoming calls, emails, and correspondence, directing them to the appropriate department.
- Maintain and organize office records, files, and documents.
- Assist in preparing reports, invoices, and other administrative documents.
- Manage office supplies inventory and reorder items as needed.
- Schedule and coordinate meetings, appointments, and events.
- Assist in bookkeeping tasks, such as data entry and maintaining financial records.
- Support the management team with various administrative tasks as required.
- Ensure the office is clean, organized, and running smoothly.
- Provide general support to visitors and staff members.

STOREKEEPER CUM SUPERVISOR

Storekeeper Duties:

- Oversee inventory management, including receiving, storing, and issuing materials.
- Maintain accurate records of stock levels, transactions, and movements.
- Ensure proper storage and organization of goods for easy accessibility and space optimization.
- Monitor stock levels and initiate reorders to prevent shortages.
- Conduct regular stock audits and reconcile discrepancies.
- Prepare and process orders for delivery or dispatch.
- Ensure compliance with safety standards in the storage area.

Supervisor Duties:

- Supervise and coordinate the activities of store staff, including training and scheduling.
 - Ensure that daily operations run smoothly and efficiently.
 - Monitor employee performance and provide feedback or corrective actions as necessary.
 - Develop and implement procedures to improve workflow and efficiency.
 - Handle customer inquiries and resolve any issues or complaints.
 - Ensure compliance with company policies and procedures.
 - Report on inventory status, store operations, and staff performance to management
-

SALES EXECUTIVE

- Worked as a Sales Executive in LG Home Appliances in All India Industrial Exhibition in 2007 @ Nampally Exhibition Ground.
 - Worked as a store keeper in LG ELECTRONICS service center
 - Provide customer with quotations
 - Acting as a contact between a company and its potential markets
 - Checking the quantities of goods on display and its stock
 - Reviewing your own sales performance, aiming to meet or exceed target
 - Gathering market and customer information
 - Cooperate with suppliers to check the progress of existing orders
 - Listening to customers requirements and presenting opportunity to make sale
-

HOME APPLIANCES TECHNICIAN

An Authorized Service Partner for WHIRPOOL Home Appliances India

- Inspect and repair Home Appliances systems
- Install, serviced, and maintained Air Conditioning & Refrigeration system for residential & commercial clients
- Evaluated job and worked all types of tools and equipment
- Checked and safely disposed off harmful substances used in cooling
- Provided emergency repair and maintenance services to clients
- Ordered and checked supplies and submitted invoices to the account department.

References: Available upon request

Salary Expectation: As per company norms

Declaration:

I declare that the above-mentioned information is correct to the best of my knowledge and belief.