

RESUME

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CARRER OBJECTIVE:

- To succeed in an environment of growth and excellence and earn a job which provide me job satisfaction and self-development and help me achieve personal as well as organization goal.

Experience:

Customer Service Representative at KM HYPERMARKET (2022 – 2024) MUSAFFAH, ABU DHABI

- Greet and direct customers
- Customers support Handling luggage
- Creating a price tag with promotional offers with all products in weekly
- Marketing accurate information about products to customers with sales executive
- Overseeing salespeople, cashiers, shelf stockers, and other employees.
- Evaluating the supply and availability of stocks
- Implementing measures to avoid stock damages, theft, and wastage.
- Monitoring shelf stocks and product displays, and the general appearance
- Investigating market trends and offering products that would appeal to customers.
- Addressing customers' requests, comments, and complaints.

Store In-Charge at GLOBAL VISION(FZE) (2015– 2017) SAIF ZONE, SHARJAH

- Store In-Charge
- Handling Inventory, Receiving material and authorized delivery of the same
- Ensure the availability of stock for sales
- Maintenance of stock, including ordering, receiving, and managing inventory
- Invoicing and Document Preparation
- Maintain receipts, records, and withdrawals of the stockroom
- Monitoring all out materials & Do Cross-checking with the Sales Order
- Plan & arrange the logistics for material delivery in advance
- Coordinate the handling of freight and tracking the movement of Stock to ensure timely delivery of materials
- Import and Export Processing and Documenting Logistics and Customs Clearance (SAIF ZONE)

EXECUTIVE SECRETARY at BAJE BHAI I-SYSTEMS (2018- 2019) INDIA.

- Technically skilled administrative support professional valued for multitasking strengths, organizational abilities and diplomatic handling of confidential
- Advanced command of MS Office along with strong business and financial management skills. Leverage technology to elevate efficiencies, boost productivity, save costs and improve processes.
- Indoor Sales
- Hardware Troubleshooting and network solution

SKILLS:

- Attention to detail and Time Management
- Product Knowledge
- Customer Service Relationship
- Sales and Marketing
- Data Entry and Database Management
- Records Management

EDUCATIONAL QUALIFICATION:

COURSE	YEAR	INSTITUTION	AFFILIATION
MBA (Human Resource, Marketing)	2012-14	Periyar Maniammai University, Tanjore	Periyar Maniammai University
BSC (Information Technology)	2009-12	Annai college Arts & Science Kumbakonam	Bharathidasan University

TECHNICAL PROFICIENCY:

- Packages : MS-OFFICE, ERP
- Windows : Win 7, 10, 11

PERSONAL PROFILE:

- Name :Mohamed Hussain .A
- Date of Birth :27-03-1992
- Marital Status :Single
- Language Known :English, Tamil, Malayalam, Hindi
- Nationality :Indian
- Religion :Muslim
- Passport no :Y4441695
- Visa Status :Visit Visa until (02-12-2024)

DECLARATION:

I hereby declare that the above-mentioned information is true to the best of my Knowledge.

Yours truly,

(Mohamed Hussain. A)