

Naseem PK

SALES REPRESENTATIVE



PROFILE

To secure a challenging position in a reputable organization to expand my learnings, knowledge, and skills. Secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company. Strong leadership and organizational skills. Responsible for all the tasks assigned

CONTACT

PHONE: +971 544983731

Nationality: Indian,
Residence Visa

EMAIL:

naseemktni@gmail.com

UAE Driving License No. 2871278

Place of Issue: Abu Dhabi, UAE
Light Vehicle License

GENERAL ATTRIBUTES

- Good Communication Skills
- Efficient & Well Behaved
- Good team player
- Cooperative and moral code of conduct.
- Honest, human, and helpful

LANGUAGES KNOWN

- English - Speak Read & Write
- Malayalam - Mother Tongue
- Hindi - Write & Speak
- Arabic - Read, Write & Speak (Average)

D.O.B : 21/11/1999

WORK EXPERIENCE

ADNOC Distribution 02 March 2022 Continuing

- Greet customers and offer assistance and advise customers on various services and products offered and their prices.
- Attend to the cash point area and receive the payments as assigned by the manager and in compliance with defined procedures
- Assist ASSM/SSM in receiving product deliveries and checking the quality, quantity, and expiry dates.
- Stock taking of various stock items to support effective operations.
- Coordinate timely replenishment of displayed items and refrigerated and chilled products and drinks.
- Handling the cash counter
- Handling customers
- Merchandising
- Receiving the goods from the suppliers
- Displaying and arranging the goods in the display stand
- Stock Taking

M/s Hollow Bricks & Interlocks

Office Assistant cum Sales Support Executive

- Sending emails to clients with their queries
- Supporting the Sales Team in preparing quotations
- Follow up with clients for payments
- Preparation of Sales & Job work invoices

EDUCATIONAL DETAILS

Successfully Completed Higher Secondary

Attended and completed SSLC from Kerala State Board, India

COURSES

Certified by Keltron for a course completed in Sound Recording

Basic Knowledge of MS Office & Excel

Declaration

I hereby declare that all the information made above is true, complete, and correct to the best of my knowledge and belief.

Place: Abu Dhabi
Naseem PK