

MOHAMMED MUSTHAFA

MERCHANDISER / VAN SALESMAN



GET IN TOUCH

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Sharjah, UAE

SKILLS

Inventory Management

Organization Skills

Product Knowledge

Visual Merchandising

Customer Service

Attention to Detail

Office Administration Skill

Market Trends and Analysis

Business Development

Sales Planning

Negotiation Skills

Transporting & Delivering Goods

Excellent Communication Skills

Relationship Building

Presentation skills

PROFILE

Experienced and effective Merchandiser with 15 years of expertise as Cashier cum Merchandiser, Sales executive, Office Secretary, salesman, and office staff. Adept in successfully delivering exciting and inspiring customer experiences through the implementation of strategic visual displays. Proven track record of managing merchandising activities and sales plans to achieve sales goals. I seek a challenging position to use my analytical, technical, and problem-solving skills, and grow professionally while contributing to organizational growth.

WORK EXPERIENCE

10 Years

CASHIER CUM MERCHANDISER

ADNOC (ABUDHABI NATIONAL OIL COMPANY)

Duties & Responsibilities

- Main duty is to go the ADNOC outlets and merchandise the products.
- Creating and organizing promotions and advertising campaigns.
- Responsible for developing thoughtful layout plans for the store and meticulously maintaining the inventory of ADNOC products in stock.
- Demonstrating and presenting c products in an engaging and informative manner.
- Attending trade exhibitions conference and meeting.
- Learning about new trends, and meeting potential clients and business partners.
- Gathering information on market trends and customers reactions to ADNOC products.
- Analyzing sales figures - reporting growth, expansion, and change in markets.
- Collect timely sales orders and ensuring consignment stores meet sales target.

2 Years

SALES EXECUTIVE

FAMILY FOOD SUPPLY COMPANY, KSA

Duties & Responsibilities

- Preparing, updating, and maintaining sales report.
- Promoting new products to clients.
- Handled complaints or forwarding serious issues to the manager on duty.
- provide guidance and support to customers by actively advising and addressing their inquiries or concerns, ensuring a positive and satisfactory shopping experience for everyone.
- Coordinate the demonstration and presentation of products and discuss applications, using samples or marketing materials.
- Identify competition, customer purchasing patterns, performs customer sales history analysis, and observes and gathers data to determine the needs of customer operations.
- Achieve foodservice sales volume, revenue, and profitability goals for the assigned territory.
- Collecting payments and maintaining an accurate record of the same.
- Delivering all the products in a safe and timely manner.

TECHNICAL SKILLS

- Ms Powerpoint
- Ms Word
- Ms Excel
- Photo Shop
- Corel draw
- Page Maker
- Fox Pro

PERSONAL INFO

Nationality : Indian
Gender : Male
Marital Status : Married
Visa Status : Employment Visa
(Transferable)

PASSPORT INFO

Passport No : V6679637
Date of Expiry : 01/03/2032
Place of Issue : Malappuram

DRIVING LICENSE INFO

Date of Expiry : 30/01/2017
Place of Issue : Fujairah

LANGUAGES KNOWN

English

Arabic

Hindi

Malayalam

2 Years

OFFICE SECRETARY

NEWTEK CONTRACTING COMPANY, KSA

Duties & Responsibilities

- Performed a variety of administrative duties, including answering phones, taking and delivering messages, writing memos, making copies, faxing documents, and greeting visitors.
- Made copies, faxed documents, and provided optimal administrative support to employees.
- Maintained office schedules and filing systems.
- Handled office correspondence and incoming and outgoing mail.
- Managed office space and office equipment.
- Maintained work logs for office employees.
- Maintaining diaries and arranging appointments.
- Implementing new procedures and administrative systems.

2 Years

SALESMAN

BUILDING MATERIALS SHOP

Duties & Responsibilities

- Manage accounts and maintain client relationships through organising professional and semi-social gatherings.
- Implement customer specific pricing partnering with inside sales support, operations team and vendor resources to secure business and attain profit and sales goals.
- Maintain accurate customer info in company systems for management and support.
- Retain and expand current customer base via comprehensive sales management; prospect, qualify, develop, quote, and follow-up to meet sales goals.
- Administering all the paperwork and logistical issues.

2 Years

OFFICE STAFF

PROFESSIONAL COURIER SERVICE, INDIA

Duties & Responsibilities

- Assisted office management with greeting visitors, answering phones, and organizing and filing documents.
- Updating paperwork, maintaining documents and word processing.
- Performing general office clerk duties and errands.
- Creating, maintaining, and entering information into databases.
- Coordinating events as necessary.
- Maintaining office equipment as needed.

EDUCATIONAL HISTORY

PRE DEGREE COURSE

Kerala Education Board, India

| 2001

HIGH SCHOOL

Kerala Education Board, India

| 1999

DECLARATION

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

MOHAMMED MUSTHAFA