

## **HISHAM ABDUL SALAM**

**SALES & CUSTOMER SERVICE  
OFFICE ADMINISTRATION & CASHIER  
LOGISTICS & WAREHOUSE ASSOCIATE**



**Mobile# 056-7762877**

**Email : [hishams120@gmail.com](mailto:hishams120@gmail.com)**

**VISA STATUS – CANCELLED VISA**

**AVAILABILITY - IMMEDIATE**

### **CAREER OBJECTIVE**

Seeks a challenging and rewarding career where I can use my experience, skills, education and knowledge to help the organization and colleagues to meet the goals and want to be a part of that success in an environment of growth and excellence.

### **AREAS OF EXPERTISE**

<b>SALES &amp; CUSTOMER SERVICE</b>	<b>CASHIERING</b>	<b>WAREHOUSE &amp; LOGISTICS</b>	<b>MS EXCEL &amp; WORD</b>	<b>DATA ENTRY</b>
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**UAE DRIVING LICENCE – LMV MANUAL**

### **WORK EXPERIENCE**

#### **SALES ASSOCIATE / CUSTOMER SERVICE**

**MAY 2020 – DEC 2022 (2½ YEARS)**

##### **LHC GROUP, DUBAI**

- To provide an outstanding customer service both face to face and over the phone or email.
- Engage with customers from initial enquiry through to the delivery of the products.
- Monitor the stocks in the showroom on a daily basis and reorder in case of shortage.
- Receive new stocks, verify, entry in inventory software, put price tag, display and store.
- Monthly inventory of selected items in the showroom and giving reports to the management.
- Receive customer payments in cash & card and cheque in the case of corporate customers.
- Receive RFQ, prepare Quotation & sample for approval and Receive LPO from corporates.
- Prepare payment and receipt vouchers and receive or pay cash from or to customers.
- Handle and maintain float money and petty cash for the showroom.
- Prepare daily and monthly sales statements and send to Managers and account dept

#### **ADMINISTRATION CLERK / CASHIER**

**SEP 2015 – OCT 2018 (3 YEARS)**

##### **AL TAMEEM RENTAL & TRANSPORT LLC, AJMAN**

- Tasks of clerical duties like data entry, office automation, presentation and setup meetings.
- Preparing payment and receipt vouchers for cash & cheque and receiving the due amounts.
- Handling and maintaining petty cash meant for the expenses of office and staffs.
- Monitoring and reordering of office supplies like printing & stationary and refreshment items.
- Receiving RFQ, preparing Quotations, receiving Purchase order and preparing invoices.
- Receive customer payments in cash & card and cheque in the case of corporate customers.
- Receive RFQ, prepare Quotation & sample for approval and Receive LPO from corporates.
- Prepare payment and receipt vouchers and receive or pay cash from or to customers.

**GRAND STORES LLC, DUBAI.**

- Handles inventory, receives inbound stock and authorize the outbound delivery of the stock items
- Maintain and record receipts withdrawals of the warehouse.
- Performs ordering, receiving, inspecting, shelving, packing, labelling, pricing, delivering and returning
- Verifies that supplies received are listed on requisitions and invoices.
- Doing data entry in MS Excel and inventory software and making reports.
- Communication with the freight handler and ensure goods are arrived and sent on time.
- Communication with drivers regarding the the timely delivery of orders and stocks.
- Monitoring all out material & do cross checking with the sales order.
- Interacting with procurement for the inventory level reaching critical levels.
- Inspect deliveries for damage or discrepancies, report to accounting for reimbursements & records.
- Ensure adequate record keeping and manage all documentation to confirm proper stock levels.

**EDUCATIONAL QUALIFICATION**

- ❖ Bachelor's Degree Graduation(BA) – Kerala University, India

**CERTIFICATIONS**

- ❖ Diploma in International Supply Chain Management (CISCP)– IPSCMI, Delaware, USA
- ❖ Certificate in Logistics and Supply Chain Management (Ministry of Education, UAE)
- ❖ Certificate in Sales and Customer Service Management – ITI Institute, Dubai
- ❖ Diploma in office automation and financial accounting – C DAC, Pune , India

**PERSONAL PROFILE**

Date of Birth	:28 <sup>th</sup> May 1985
Gender	:Male
Marital Status	:Married
Nationality	:India
Languages known	:English, Hindi, Malayalam,
Passport No	:S7237581

**DECLARATION**

I hereby declare that the information furnished above is true and to the best of my knowledge.

**HISHAM ABDUL SALAM**