

HISHAM ABDUL SALAM

SALES ASSOCIATE / CUSTOMER SERVICE

Mobile# 056-7762877

Email : hishams120@gmail.com

VISA STATUS – RESIDENCE VISA (CANCELLED)

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

SALES ASSOCIATE	CUSTOMER SERVICE	CASHIERING	ACCOUNTING KNOWLEDGE	MS OFFICE
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UAE DRIVING LICENCE – LMV MANUAL

WORK EXPERIENCE

SALES ASSOCIATE / CUSTOMER SERVICE

MAY 2020 – DEC 2022 (2 ½ YEARS)

LIFE HEALTHCARE GROUP LLC, DUBAI

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

CUSTOMER SERVICE EXECUTIVE / CASHIER

SEP 2015 – OCT 2018 (3 YEARS)

AL TAMEEM RENTAL & TRANSPORT LLC, AJMAN

- To provide outstanding customer service both face to face and over the phone or email.
- Greets and assist visitors, and communicate via phone, mail and email.
- Receiving payments in cash, card or cheque with respect to the transaction.
- Preparing payment and receipt vouchers for cash and cheque.
- Handling and maintaining of the float money on the cash till.
- Handling and maintaining petty cash meant for expenses of the office and staffs.
- Monitor and reordering the office supplies such as printing materials, stationary items etc.
- Preparing invoice, LPO, quotation, receiving RFQ, and filing all the official papers properly.

SALES ASSOCIATE / CASHIER

MAY 2010 – JUNE 2015 (5 YEARS)

GRAND STORES LLC, DUBAI, UAE

- 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

EDUCATIONAL QUALIFICATION

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

CERTIFICATIONS

- ❖ Diploma in International Supply Chain Management (CISCP)– IPSCMI, Delaware, USA
- ❖ Diploma in International cargo – IATA, Montreal, Canada
- ❖ Certificate in Logistics and Supply Chain Management (Ministry of Education, UAE)
- ❖ Certificate in Sales and Customer Service Management – ITI Institute, Dubai

PERSONAL PROFILE

Date of Birth	:28 th 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