



Mohammed Jazeer

SALES EXECUTIVE

050 221 7356

jazeercruze03@gmail.com

Dubai

To seek challenging assignment and responsibility with an opportunity for growth and career advancement as a successful achievement. Highly motivated professional eager to lend combined knowledge and skills to enhance business performance. Operates well in both individual and team capacities, leveraging seasoned work ethic to quickly adapt to different processes and drive company objectives. Resourceful and results-driven with a passion for growth and efficiency to meet company needs and increase service value.

SKILLS

- Staff Development
- Retail Management
- Rules and Regulations
- Business Development and Planning
- Customer Engagement
- Sales Expertise
- Inventory and Supply Management
- Policy and Procedure Adherence
- Profit and Loss
- Department Head

EXPERIENCE

RELIANCE RETAIL SMART BAZAR

Sales Executive

Chennai, TAMIL NADU

February 2023 - October 2023

- Built multiple customer relationships and cultivated long-term partnerships.
- Generated leads and followed up on customer inquiries.
- Resolved customer complaints in a timely manner while providing excellent customer service.
- Maintained strong relationships with key customers and stakeholders.
- Addressed customer questions and concerns regarding prices and product use.
- Prepared quotes and proposals for new and existing products.
- Analyzed sales data to identify trends in customer preferences and buying habits.
- Generated detailed reports on weekly and monthly sales performance against established goals.

AMETHYST CAFE PRIVATE LIMITED

Assistant Purchase & Store Executive

Chennai, TAMILNADU

September 2021 - January 2023

- Identify business requirements for goods, materials, and services.
- Find reliable suppliers to meet these requirements.
- Negotiate prices, build quality, and delivery terms.
- Set up the order quantities and making bid requests on supply contracts.
- Coordinate delivery and storage operations. Run quality control and product testing. Receive incoming goods.
- Supervise unloading of material Count, tally. Check for damage/shortage and prepare report.

- Fill Goods Inward / Day Book/ Daily Collection Register.
- Complete Vendors Consignment Note (Challan).
- Send other documents to respective departments.
- Ensure all materials handling equipment are in goods condition.
- Check and count goods before issue. Ensure correct accounting of stores.

INDO BURMA ENTERPRISES

Sales Assistant

Chennai, TAMIL NADU

April 2019 - August 2021

- Assisted in store merchandising, stocking shelves and setting up displays.
- Handled cash register operations, including payments, returns, and exchanges.
- Arranged store products on shelves and promotional displays.
- Provided excellent customer service to clients in person and over the phone.
- Provided strong customer service by greeting and building relationships with key clients.
- Resolved customer complaints in a timely manner.
- Cleaned store aisles and disposed of debris and waste to improve customer experience.
- Maintained knowledge of company products and services to make informed recommendations to clients.
- Processed customer orders and payments accurately and efficiently.
- Managed daily operations of store when supervisors were absent.

EDUCATION

BACHELOR OF ARTS (B.A.) IN SOCIOLOGY

University of Madras, **India**

Apr 2020

LANGUAGES

- | | |
|-----------------------------------|---------------------------------|
| • English
Fluent | • Tamil
Native |
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ADDITIONAL INFORMATION

PERSONAL DETAILS

Date of birth : 03.09.1999

Visa Status : Visit visa

Nationality : Indian

Marital status : Single

Passport No : U4735692

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

MOHAMMED JAZEER B

Mobile : +971 50 221 7356