

Covering Letter:

To
The Hiring Department,

I obtained your contact information through a website and would like to express my interest in serving your organization within the UAE. I hold a Bachelor's degree in Commerce and have accumulated valuable experience across various roles.

I successfully started and managed a small general retail business, dealing in dress and fancy materials, stationery, electronics, food, and beverages. This venture allowed me to develop strong business acumen and achieve success in a competitive market. Prior to this, I gained experience working as a Merchandiser, Sales Executive, Cashier, Storekeeper, Office Assistant (Admin), and Delivery Driver. These roles have enabled me to hone my skills and deepen my understanding of company procedures.

I am eager to join a company that offers greater growth potential, and I am confident in my ability to make a meaningful contribution to your team. As a fast learner who is adaptable and dedicated, I am ready to take on any position within your organization.

I would welcome the opportunity to meet with you to discuss how my experience aligns with your needs. Additionally, if possible, I would appreciate it if you could direct me to a recruiting contact within your company.

I can be reached at mohammed.aziz4u786@gmail.com. Thank you for your time and consideration. I look forward to the possibility of contributing to your organization.

Sincerely,

Mohammed AzizuddinShah

+971557424104

Mohammed.aziz4u786@gmail.com



MOHAMMED AZIZUDDIN SHAH

+971 55 742 4104

mohammed.aziz4u786@gmail.com

Bur Dubai, Dubai, UAE

Valid UAE Driving License (Light Vehicle - Automatic)

Visa: Residence Visa | Expiry: 3rd Aug 2025

Emirates ID: 784-1985-67500503

CAREER OBJECTIVE

To contribute to a dynamic organization with my diverse experience in storekeeping, driving, office assistance, and sales. I bring over 10 years of multi-role experience and seek a position that allows for long-term growth and contribution.

LATEST EXPERIENCE

Office Driver

Marubeni Corporation, Dubai

June 2025 – Present

- Providing safe and timely transportation for staff and executives
- Managing official document deliveries and pickups across Dubai
- Vehicle maintenance and cleanliness
- Assisting with minor office support and errands

PREVIOUS EXPERIENCE

- **Staff Supervisor** – Fahmul Hoda Building Maintenance LLC, Dubai
Mar 2024 – Apr 2025
- **Real Estate Agent** – Blue Mark Real Estate, Dubai
Aug 2023 – Mar 2024
- **Self-Employed Retail Business Owner** – India
Jan 2020 – Present
Handled sales, inventory, bookkeeping in garments, stationery, electronics.
- **Storekeeper** – Royal Marine Impex Pvt Ltd, India
Mar 2019 – Nov 2020
- **Technician cum Storekeeper** – Sri Krishna Refrigeration Service Centre, India
2017 – 2019
- **Office Assistant** – Hanuman Traders (Rice Mill), India
2015 – 2017
- **Storekeeper cum Supervisor** – Di Vighnu Garments, India
2013 – 2015
- **Sales Executive & Storekeeper** – LG Electronics Service, India
2010 – 2012
- **Home Appliance Technician** – Lakshmi Refrigeration, India
2009 – 2010

EDUCATION

- **B.Com** – Acharya Nagarjuna University, India
- **Diploma** – Refrigeration & Home Appliances, SETWIN, A.P
- Intermediate (CEC) & S.S.C – A.P. State Boards

SKILLS

- Office driving & navigation in UAE
- Storekeeping & Inventory Control
- Sales & Customer Handling
- Technical servicing of home appliances
- Multi-language: English, Hindi, Urdu, Telugu
- Basic MS Office & Admin Support

References: Available upon request

Expected Salary: As per company norms