

CURRICULUM VITAE

MOHAMED ADIL AHMED KHAN

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******Certificate Attested from UAE Embassy:**

****** UAE DRIVING LICENSE**

OBJECTIVE:

With my knowledge and experience I am looking forward for an interesting and challenging career in any field that is presently available under your kind control and management. As a team, I assure that I can contribute all my efforts positively to achieve pressure and can give a hand for the growth of your prestigious venture.

PROFESSIONAL EXPERIENCE:

Organization	:	LIFCO TRADING CO. LLC	
Position	:	SALES EXECUTIVE	
Department	:	Key Accounts	
Location handled	:	Northern Emirates and Dubai	
Account handled	:	Carrefour, Lulu, Union-co-operative, Emirates Co-operative, Al Douri, Lifco Supermarket, Al Maya, Choithram.	
Period	:	1st April 2019 - Present	

Responsibilities

- Keeping in contact with existing customers in person and by phone
- Provide market feedback to the Sales Manager regarding movement of goods.
- Agreeing sales, prices, contracts and payments
- Provide customer with the appropriate selection and sampling of products.
- Preparing LPO on daily basis, Meeting Sales targets.
- Follow up for payment.
- Promoting new products and any special deals
- Advising customers about delivery schedules and after-sales service
- Recording orders and sending details to the sales office
- Giving feedback on sales trends

Organization : **HIGH SEVEN GENERAL TRADING LLC. (DUBAI – UAE)**
Position : **SALES EXECUTIVE**
Department : **Corporate Sales**
Period : **5th March 2017 to 20th February 2019**

Responsibilities

- Keeping in contact with existing customers in person and by phone
- Making appointments with and meeting new customers
- Agreeing sales, prices, contracts and payments
- Meeting sales targets
- Follow up for payment.
- Promoting new products and any special deals
- Advising customers about delivery schedules and after-sales service
- Recording orders and sending details to the sales office
- Giving feedback on sales trends

Organization : **BHATIA TRADERS LLC. (SHARJAH – UAE)**
Position : **RETAIL SUPERVISOR.**
(FMCG, LHH AND HHH ITEMS)
Department : **Duty Free Operation**
Period : **16th Feb 2014 to 5th Jan 2017**

Responsibilities

- Manage sales staff, cashier, helper and driver.
- Responsible for organizing the merchandise on store shelves, reviewing the inventory to make sure everything is in stock, and establishing the sales goals for various departments.
- Handling damaged merchandise and returns.
- Setting work schedules for sales employees, and make sure employees adhere to the dress code and company standards when dealing with customer.
- To handle customer complaints and question and up selling products to them.
- Ensuring proper display and visibility during promotion period as advice by CWH.
- Ensuring proper documentation – Daily Sales Report, IBT, DO, Promotion performance report etc.
- Coordination with the operation in charge for ship chandelling division sales.
- Maintaining the highest customer service standards.

Organization : METRO SHOES LTD (MUMBAI, INDIA)
Position : SALES EXECUTIVE CUM ACCOUNT EXECUTIVE
Period : 8TH OCT 2009 to 30th DEC 2013.

Responsibilities

- Receiving cash as per the billed amount and making invoice bill.
- Maintaining stock inward & outward.
- Preparing data on a daily basis.
- Checking the stock on a monthly basis by scanning the barcode.
- Maintaining cash in counter.
- Depositing cash on a daily basis as per the net sales amount.
- Maintaining data of staff report, guest conversation & commission chart.

EDUCATIONAL QUALIFICATION:

- S.S.C from Mumbai board
- H.S.C from Mumbai board
- Bachelor of commerce (B.COM) from Shobhit University.

TECHNICAL SKILLS:

- MS-Office (MS-Excel, MS-Word and PowerPoint).
- Tally ERP-9.
- Photoshop 7.2.
- Internet.

PERSONAL DETAILS:

Father's Name : Ahmed Khan.
Date of Birth : 15-03-1989
Passport No. : N9802594
Nationality : Indian
Driving License : UAE
Marital status : Married
Languages : English, Urdu & Hindi.
Personal Interest : Interacting with people to know about them

STRENGTH: I am self-motivated person with an ability to work individually communicate skills, Interpersonal skills and confidence.

(Mohamed Adil Ahmed Khan)