



MOHAMMED SHAFEEQ

SENIOR SALES EXECUTIVE

Versatile professional with expertise in , sales, and administration. Skilled in sourcing, procurement, logistics, and contract negotiation. Proven ability to manage vendor and customer relationships, coordinate teams, and ensure stock availability. Proficient in MS Office, COSMOS, and ERP. Fluent in English, Malayalam, Tamil, Hindi, and basic Arabic. Valid UAE driving license.

CONTACT



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Al Satwa, Dubai, UAE

PERSONAL DETAILS

- Nationality: **INDIAN**
- VISA Statues: Freelance Visa
- Maritial Statues: Married
- Driving License – **UAE** - Light Vehicle

SKILLS

- Multilingual Communication**
- Sourcing and Procurement
- Logistics Management
- Contract Negotiation
- Team Coordination
- Vendor and Customer
- Relationship Management
- Inventory Management
- Sales and Marketing
- Administrative Duties
- MS Office, COSMOS, ERP

EDUCATION

2010 - 2011 (**COMMERCE**)

ISLAMIC ENGLISH MEDIUM HIGHER
SECONDARY SCHOOL

HIGHSCHOOL (SSLC)

2009

EXPERIENCE

CASHIER

YASS Supermarket, Dubai Investment Park, **Dubai, UAE**

2023 - Present

- Manage transactions using cash registers to ensure accurate pricing for goods and collect payments (cash or credit)
- Issue receipts and refunds, redeem coupons, and cross-sell new products to customers
- Resolve customer complaints and provide information as needed
- Greet customers and maintain clean checkout areas
- Track transactions and report any discrepancies
- Bag or gift-wrap packages and process returns and exchanges

ESTATE SUPERVISOR

Hasnain Estate, **Kodaikanal, Tamilnadu, INDIA**

2015 - 2021

- Managed daily estate operations and staff schedules.
- Supervised garden, plantation, and building maintenance.
- Oversaw worker activities and collected feedback.
- Managed repairs and renovations.
- Liaised with stakeholders.
- Adhered to budgets and quality standards.
- Maintained records and documentation.
- Esured tasks met standards and deadlines.

FRONT OFFICE ADMIN CUM STORE KEEPER

Intertec Group W.L.L, Doha, **Qatar**

2013 - 2015

- Answered phone calls, scheduled meetings, and supported visitors.
- Performed administrative tasks: filing, typing, copying, and scanning.
- Managed supplies inventory: checked stock, anticipated needs, and placed orders.
- Ensured equipment operation: completed maintenance, called for repairs, maintained inventories, and evaluated new equipment.