

CURRICULUM VITAE

MUHAMMAD SUMAIR

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Abu Dhabi United Arab Emirates



POSITION: SALESMAN

OBJECTIVE:

Well presented with exceptional customer service skills, and the ability to provide an effective reception and switchboard service. Experienced in working under pressure in a quick paced fast-moving environment and able to receive guests on arrival in a friendly, helpful and approachable manner. Able to be an integral member of an administrative and clerical team, and can follow instructions and also have a willingness to learn. Currently looking for a suitable receptionist position with a progressive company.

SUMMARY OF QUALIFICATION:

- Ability to perform multi task effectively
- Hard Working
- Leadership
- Good Team player
- Can work under pressure

EXPERIENCE:

COMPANY : CHOITHRAMS & SON'S SUPER MARKET
POSITION : Retail Salesman/ Merchandiser
LOCATION : Dubai - UAE
DURATION : (1Years)

Duties & Responsibilities:

- Welcoming customers, answering their questions, helping them locate items, and providing advice or recommendations
- operating scanners, scales, cash registers, and other electronics.
- Accepting payments, ensuring all prices and quantities are accurate and providing a receipt to every customer.
- processing refunds and exchanges, resolving complaints.
- following all store procedures regarding coupons, gift cards, or the purchase of specific items, such as alcohol or cigarettes.
- maintaining a clean workspace.
- Receiving deliveries of products or materials and checking information such as invoices details, quantity, quality weight, size, etc.
- Making sure that all products are properly stored in accordance with federal regulations regarding temperature, humidity, light exposure, etc.

COMPANY : Silk Bank
POSITION : Relationship Officer(credit card & loans department)
LOCATION : Karachi - Pakistan
DURATION : (Nov-2020 to Oct-2021)

Duties & Responsibilities:

- Responsible for selling banking products that is credit card, Personal loans and running finance to outdoor customers by visiting companies and government firms.
- Responsible for the budgetary sales of the fixed deposits, credit cards and other retails products.
- Responsible for the after sales service process including providing timely valuation repons, reinstatements, withdrawals etc.

COMPANY : SHAN PVT LTD- PAKISTAN
POSITION : Sales Man
LOCATION : Pakistan
DURATION : (2 years)

EDUCATION QUALIFICATION:

- Matriculation 2015 to 2016 (Grade B)
- Higher Secondary 2017 to 2018 (Grade C)
- Diploma in Electrical Engineering (2018 to 2020)

SKILLS:

- Product Knowledge. ○ Basic Computer Knowledge ➤ Rapport Building.
- Interpersonal Skills.
- Critical Thinking Skills.
- Lead Qualification.
- Communication Skills.
- Relationship Building.
- Active Listening.

PERSONAL PROFILES:

NAME : MUHAMMAD SUMAIR
NATIONALITY : PAKISTAN
GENDER : MALE
MARITAL STATUS : SINGLE
LANGUAGES KNOWN: ENGLISH, HINDI, URDU, ARABIC (Basic)
PASSPORT NUMBER : AM5299392
VISA STATUS : VISIT VISA

DECLARATION:

I hereby certify that the above-mentioned Statement is correct & true to the best of my knowledge & belief.