

# MUJEEB RAHMAN

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| Mobile: +971 0582190865/0543428773



## SUMMARY

Organized Retail Merchandiser successful at maximizing profitability by verifying that product supplies are proportionate to consumer demands.

High-achieving Sales Associate offering an extensive background in customer service, sales, client relations and merchandising. Self-directed and self-motivated team player who also works well independently.

## SKILLS

- Fluent in Tamil, English, Malayalam, Hindi.
- Store maintenance
- Visual displays
- Retail buying
- MS Office proficiency
- Shipping and receiving
- Excellent multi-tasker

## EXPERIENCE

<b>Alpha Lift Technical</b> (Personal Assistant) 2.6 Years	<ul style="list-style-type: none"><li>• Organized personal and professional calendars, including reminders for upcoming meetings and events.</li><li>• Authored and maintained household office and operations manuals to define staff expectations, confidentiality requirements and household and office procedures.</li><li>• Typed documents, updated websites and compiled information for meetings.</li><li>• Handled all aspects of vehicle maintenance.</li><li>• Travelled with the manager to take notes and dictation at meetings.</li></ul>
<b>National Refreshments Co</b> (Merchandiser) 3 Years	<ul style="list-style-type: none"><li>• Aided the buyer in assortment and category planning.</li><li>• Built effective relationships with each store to develop superior customer satisfaction.</li><li>• Assisted in gathering and moving materials and equipment for the assigned displays.</li><li>• Managed vendor chargebacks and follow up.</li><li>• Assisted with buying over the counter and communicating with retail merchants.</li><li>• Provided feedback on competitor activities and best practices.</li><li>• Established and maintained proper high traffic displays, resulting in increased sales.</li></ul>

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<b>Emirates Petroleum Product Company(EPPCO)</b> (Customer Service Agent) 1.6 Years	<ul style="list-style-type: none"><li>• Customer service is the core activity</li><li>• Thorough knowledge in Gilbarco systems leads handling of all related activities including payment</li><li>• Role includes being an salesperson in EPPCO stores handling customer service and cashiering as well.</li><li>• Check stock levels daily recommended orders to the manager in order to maintain optimum stock levels</li></ul>
<b>ITC COMPANY</b> (Sales Executive) 1 Year	<ul style="list-style-type: none"><li>• Marketing and Customer service are the major function</li><li>• Playing a role to implement schemes, co-brandings, promotions etc...</li><li>• Handling Sales executives &amp; key accounts.</li><li>• Maintaining good relationship with the corporate and key accounts</li></ul>
<b>AL AIN DIARY</b> (Sales , Merchandiser & Preseller ) 2 Years	<ul style="list-style-type: none"><li>• Stock Checking</li><li>• Product expiry controlling</li><li>• Visual Merchandiser</li><li>• Marketing analysis</li><li>• Sales Support.</li><li>• Monthly Stock Report</li><li>• Market controlling</li><li>• Good Customer interactions</li></ul>

## PERSONAL INFORMATION

Father Name	: Abdul Kareem
Sex	: Male
DOB	: 29-JUN-1988
Driving License	: UAE Light Vehicle
License Issue Date	: 08/05/2013
Passport No	: S9495111
Issue Date	: 18/08/2018
Expiry Date	: 17/08/2028
Visa Status	: Employment Visa
Marital Status	: Married
Religion	: Islam
Nationality	: Indian