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United Arab Emirates

## Visa & Passport details

Passport Number : Y5821783

Passport Exp date : 06 July 2033

Visa Status : Visit Visa

Validity : March 2024

## Area of Interest

- Store Keeper, Merchandiser, Office Boy, Salesman

## Personal Skills

- Self-starter with an accurate and detail-oriented work ethic
- Adoptable for any environment
- Can work well under pressure
- Strong sense of responsibility

## Education Level

- Plus Two
- Diploma in Mechanical (2 years)

## Personal Details

D.O.B : 09 Oct 1994

Gender : Male

Nationality : Indian

## Languages Known

Arabic

Hindi

English

Malayalam

# Muhammed Musthafa

I am a calm, pleasant, helpful & hard-working individual who has passion for delivering great customer service in industry. Having more than seven years of experience in these fields I get a real buzz out of working in a busy place & great pleasure out of seeing happy faces enjoying and satisfying customer throwing great customer service which we provided.

## Professional Profile

Experienced and energetic sales and merchandiser, dedicated to ensuring the smooth running of stores and shops. Adept in competing essential tasks like customer dealing, sales improvement and well knowledge in UAE markets.

## Employment History

### Ensole Consultants

Kerala

Store keeper (June 2023 - Dec 2023)

- Monitor inventory levels and order new items
- Keep store clean and organized the items
- Receive, upload and shelf all supplies
- Maintain receipts, records and withdrawals of the stockroom.
- Inspect deliveries for damage r discrepancies; report those according to accounting for reimbursements and record keeping.

AL Shalal Mini Supermarket (2017 to 2023)

Ras Al Khaimah, UAE

Shop in Charge

- Ordering, Recording and managing inventory
- Analyzing sales figures, customer reactions and market trends to anticipate product needs.
- Ensuring the shop is adequately stocked, clean and visually appealing
- Answering incoming telephone calls to provide store, products, and services information.
- Maintain and developing relationships with existing customers and promote new products to the store managers and visit potential clients to expand the sales.

Asha Fancy (2016 to 2017)

Kerala

Shop Supervisor

- Monitor and take inventory on regular basis to compile orders on par levels or needs.
- Maintain clear and organized records to ensure all reports and invoices are filed and stored properly.

## Skills

- Communication Skills including Arabic
- Time oriented
- MS Office (Word and Excel)
- Customer Service
- Organization skills