

MUJEEB RAHMAN

Mail: muju21492@gmail.com

| Mobile: +971553889326



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

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

EXPERIENCE

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

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

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