

# NOUFAL SHUHOOD



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## **OBJECTIVE:**

Hard Working professional with proven ability to manage tasks efficiently, with experience. A fast learner with excellent communication and teamwork skills, eager to apply my knowledge in a dynamic work environment. Seeking a position to contribute to a forward-thinking company while gaining practical experience and building a long-term career.

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## **SKILLS:**

- Well-versed with Microsoft products like Word, Excel, PowerPoint, Outlook, etc.
- Can adapt to different situations and new concepts.
- Able to interact with people, work independently and effectively.
- Determined to learn and apply new information, pieces of knowledge, and skills.
- Soft Skills, Technical Skills and Leadership Skills.

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## **WORK EXPERIENCE:**

### **1. Mubarak Salem L.L.C. - Dubai, U.A.E.**

#### ***STORE KEEPER & CONTROLLER***

**Duration: March 2018 - September 2024**

- Oversee the overall operations in the warehouse for the fields of cosmetics, food items, beverages, grocery items
- Oversaw daily store operations to ensure smooth and efficient functioning.
- Managed and supported staff, including training, scheduling, and performance evaluation.
- Ensured high levels of customer satisfaction by addressing concerns and improving service quality.
- Monitored stock levels, coordinated with suppliers, and minimized wastage.
- Implemented strategies to boost sales and meet revenue targets.
- Ensured adherence to company policies, health regulations, and safety standards.
- Handled cash management, budgeting, and expense control.
- Organized in-store promotions and optimized product displays to attract customers.

### **2. Sen Jewellery - Anchal, Kollam, Kerala, India**

#### ***SALES EXECUTIVE & CASHIER***

**Duration: April 2017 - February 2018**

- Managed client relationships and increased sales through networking.
- Handled customer transactions accurately, processing cash, credit, and digital payments.
- Ensured proper billing procedures, price accuracy, and application of discounts or promotions.
- Provided customer support by addressing billing inquiries and resolving payment issues.
- Maintained transaction records, reconciled cash, and prepared daily financial reports.
- Assisted in inventory tracking and coordinated with the stock management team.
- Followed company policies, financial regulations, and security procedures to prevent discrepancies.
- Created sales strategies and achieved targets.

### 3. Buttons Menswear Warehouse - Anchal, Kollam, Kerala, India

#### **WAREHOUSE EXECUTIVE**

**Duration: April 2016 -March 2017**

- Managed daily warehouse operations for clothing items, including receiving, sorting, and storing garments properly.
- Maintained accurate inventory records and ensured timely stock replenishment to avoid shortages.
- Prepared and packed clothing orders for dispatch, ensuring quality and accuracy of each shipment.
- Inspected incoming and outgoing items for damage or defects and reported discrepancies.
- Ensured warehouse cleanliness, followed safety protocols, and organized stock for easy access.

#### **EDUCATION:**

- UNIVERSITY OF KERALA, THIRUVANANTHAPURAM OCT 2014 - MAR 2017  
**B.A History**
- G-TEC COMPUTER EDUCATION NOV 2013 - JUL 2014  
**Diploma in Building Design and Animation**
- MARTHOMA PRIVATE INDUSTRIAL TRAINING INSTITUTE, ANCHAL (NATIONAL COUNCIL FOR VOCATIONAL TRAINING) JUN 2012 - JUL 2013  
**Mechanic(Diesel)**
- GOVT. H.S.S. KARUKONE (KERALA BOARD) JUN 2010 - MAR 2012  
**Humanities Group**
- GOVT. H. S. S.KARUKONE (KERALA BOARD) JUN 2009 - MAR 2010  
**SSLC**

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#### **PERSONAL INFORMATION:**

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| o Date of Birth:   | 23 September 1994                        |
| o Place of Birth:  | Punalur, Kerala, India                   |
| o Nationality:     | Indian                                   |
| o Civil Status:    | Married                                  |
| o Religion:        | Muslim                                   |
| o Languages Known: | English, Malayalam, Hindi, Arabic, Tamil |
| o Passport         | R1985698 (Date of Expiry: 21/06/2027)    |

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#### **DECLARATION**

I do hereby declare that all the statements are true and correct to the best of my knowledge and belief.

**Noufal Shuhood**

Date: