CAREER ABRIDGEMENT

To achieve a challenging position in a professional organization through self - improvement by excelling in all responsibilities with sincere hard work, dedication & commitment. To work towards the development of the organization & grow with it.

KEY SKILLS

Teamwork	Communication Skills	Detail Oriented
Internal controls	Organization skills	Time Management
Work Ethic	Hardworking	Interpersonal ability

NOUFAL. A

EMPLOYMENT CHRONICLE

BRAND PROMOTER & SHOP IN CHARGE| Apr 2022 -10th June2023
RAJAKUMARI GROUP OF COMPANIES

STOREKEEPER | 28th Jan 2021 – 9th Nov 2021
ADNH Abu Dhabi NATIONAL HOTELS

STOREKEEPER | 2014 – 12th Sep 2020
ETIHAD AIRPORT SERVICES AND SUPPLY CHAIN, ABU DHABI INTER NATIONAL AIRPORT

ASSISTANT STOREKEEPER | 24th Dec 2009 – 2014
ETIHAD AIRPORT SERVICES AND SUPPLY CHAIN, ABU DHABI INTER NATIONAL AIRPORT

KEY RESPONSIBILITIES

- Verifying the availability   of products in shelf.
- Assisting warehouse in charge to stock checking.
- Arranging the stock as per the packing list.
- Coordinating with superior about dispatching the duty-free products and catering airline items.
- Filling the check list properly.
- Check the Product quantity And Quality.
- Ordering the Requirement Items As per the Market List.
- Assisting the store in charge for sort goods.
- Arranging the item as per the FIFO and LIFO method.
- Properly Checking Items Temperature and Follow the CCP Procedure.
- Constantly building product knowledge and delivering this knowledge in engaging ways.
- Delivering presentations and demonstrations to customers and other stakeholders.
- Setting up attractive product displays and promotional booths.
- Distributing samples and providing feedback for improvement to the management team.
- Developing and arranging promotional material and in-store displays.
- Preparing detailed reports on buying trends, customer requirements, and profits.

CONTACT

📞 +971554938105

✉ noufal.khan200@gmail.com
noufal.khan87@outlook.com

📍 Kerala, India

ACADEMIC CREDETIALS

DIPLOMA IN FIRE AND INDUSTRIAL SAFETY ENGINEERING | 2008
- Safety Management & Environmental Science

DIPLOMA IN ELECTRONICS AND TELE COMMUNICATION ENGINEERING | 2007
- EIILM University, India

HIGHER SECONDARY | 2004
- Board of Higher Secondary Examination, Kerala, India

SSLC | 2002
- Board of Public Examination, Kerala, India

TECHNICAL QUALIFICATIONS

- Diploma in Computer Application
- Diploma in Customer Service

- Engaging in meaningful interactions and building good relationships with customers.
- Undertaking store administration duties such as managing store budgets and updating financial records.
- Assisting the store manager in all areas of daily business operations, human resources, customer service and merchandising.
- Coordinating, monitoring and reporting on daily operations.
- Recruiting, training and supervising employees.
- Managing employee schedules, conducting performance reviews and enforcing disciplinary actions.

PERSONAL STRENGTHS

- **COMMUNICATION** - Interpersonal skills – verbal, problem solving and listening skills in any administrative role.

- **SERVICE** - Having a client focused approach Skills include Patience, Attentiveness and a positive language.

- **ORGANIZATION** - Helping others, organizing a to-do list. Prioritizing tasks by the deadline for improving time -management.

- **MANAGEMENT**- Management skills to direct others and review others performance.

PERSONAL DOSSIER

Gender	: Male
Date of Birth	: 25-05-1987
Nationality	: Indian
Marital Status	: Married

DECLARATION

I hereby declare that the information furnished above is true to the best of my knowledge

NOUFAL. A

COMPUTER PROFICIENCY

MS Office	★ ★ ★ ★ ★
Windows XP	★ ★ ★ ★ ★
Tally, DTP	★ ★ ★ ★
Basic Operations	★ ★ ★ ★ ★
Internet & Email	★ ★ ★ ★ ★

LANGUAGES KNOWN

- English
- Hindi
- Malayalam

PASSPORT DETAILS

Passport No   : S4671818
Date of Expiry: 09-04-2028
Visa status   : Employment
                      (Transferable)

INTEREST

Songs   Travelling   Reading

REFERENCE

- Available upon request