Obaidullah 

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Add: Al Ain, Abu Dhabi (UAE)

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Objective:

To work and evolve in the Marketing and Service Industry, contributing to organizational goals with an opportunity for growth and advancement in terms of knowledge acquisition and career development.

Experience:

1) Company: **Natural Fresh Express LLC**

 (From 20 Nov 2020 Up to Now)

Key Responsibility:- Training Staffs in Serving customers & Displaying products, Overseeing deliveries, handling payments, helping with special promotions.

**Designation**  : **Purchasing In-charge & Supervisor.**

Job Responsibilities:-

* + - * Maintaining all Local purchasing order and meeting all local retailers for the Business expansion purpose.
			* Handling all customer complain under the company policy.
			* Advising customers about delivery schedules and after-sales service.
			* Keeping in contact with existing customers in person and by phone.
			* Recording orders and sending details to the sales office.
			* Handling cash counter & finance in the absence of the cashie

1) **Company** :  **Naura Hafit.** (2Year)

Designation : **Cashier and Customer Service**

* Handle cash, credit or check transactions with customers
* Scan goods and collect payments
1. **Company** : **Bahrain Pride Trading**

 (From 18 Sep 2013 to 14Sep 2015)

Key Responsibility:- Training Staffs in Serving customers & Displaying products, Overseeing deliveries, handling payments, helping with special promotions.

**Designation**  : **Purchasing In-charge & Supervisor.**

Job Responsibilities:-

* + - * Maintaining all Local purchasing order and meeting all local retailers for the Business expansion purpose.
			* Handling all customer complain under the company policy.
			* Advising customers about delivery schedules and after-sales service.
			* Keeping in contact with existing customers in person and by phone.
			* Recording orders and sending details to the sales office.
			* Handling cash counter & finance in the absence of the cashier.

3) **Company** :  **City Mobile PVT LTD.** (From May 2009 to APR 2011)

 City Mobile is a leading sales and service company for

 Mobile phones and digital Electronics equipment’s.

 Designation : **Sales representative**.

 Job Responsibilities

* Doing consultative selling.
* Building relationship with the customers.
* Selling and promoting items/products
* Well trained about visual merchandising and displaying products to make more attractive and noticeable to the customers.
* Gathering market information for pricing and competitor’s promotions.

**4) Company**  : **A to Z Marketing Pvt. Ltd. Lucknow** (From JUL 2011 to Oct 2013)

 A to Z was a Marketing Company for Outdoor sales.

Job Responsibilities

* Responsible for the preparation and processing of biweekly payroll for over 30 employees; review and ensure accuracy of approved timesheets.
* Handle the administration of the electronic timekeeping system. Setup each employee, valid programs for each employee's charges.
* Establish/maintain employee records; ensure that employee changes are entered correctly and made on a timely basis; review changes for proper authorization.

Skills, Interests and Qualities

* Excellent communication and 'people' skills
* I have ability to work as part of a team
* I am Honest and reliable person.

**Academic Qualifications :**

* Master of Business Admiration (2010 – 2012)
* Bachelor of Commerce (2009)
* Intermediate from Shibli National College (2005)
* High School from Iqra Public School (2003)

**Computer Skill :-**

* Operating System: Windows XP, Win 98, Win 2000 Professional
* Application: MS Office -2000/2007, Internet Operations, Tally 9.0

Personnel Information:-

Name : Obaidullah

Nationality : Indian

Passport No : J8798185

Visa Status : Resident Visa

UAE license **:** 2546177

Languages Known : English, Arabic, Hindi & Urdu.

I believe that the above furnished information will be sufficient for you to reach

At the appropriate decision but, if you require any further information I shall be

Happy to furnish the same.

Obaidullah