

RIYAZ HAMZA

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Dubai, UAE



DRIVER

OBJECTIVE:

Seeking a challenging and responsible career position in a professional managed firm, where my linguistic, computer knowledge and professional experience can be contributed effectively for mutual benefit and positive result. And be a part of the team that excels in work towards the growth and success of the organization.

BRIEF PROFILE:

- Having Six years of experience in supervising, assisting and merchandising in a well known retail firm in U.A.E
- Having experience in data entry processing(Inventory , sales , purchase managements)
- Well organized and have ability to work effectively and efficiently even under pressure in order to meet deadline constraints.
- Highly motivated and can quickly learn any new environment.
- Having good communication and interpersonal skill.
- Well experience in computerized office administration.
- Experience with filing documenting and record keeping.

CAREER HISTORY:

<u>Business group</u>	:	AL SAEEDI SUPER MARKET
Current Position	:	DELIVERY
Duration	:	SINCE NOVEMBER -2021

<u>Business group</u>	:	THEBOOKSHOP
Current Position	:	SALES PERSON
Earlier positions	:	Supervisor, Sales Assistant, Cashier
Duration	:	NOVEMBER-2017 – NOVEMBER 2019

<u>Business group</u>	:	DUBAI LIBRARY DISTRIBUTORS
Current Position	:	SALES PERSON
Earlier positions	:	Assistant Supervisor, Sales Assistant, Cashier
Duration	:	December-2011 to December-2016

Duties and responsibilities

- Assisting sales manager and sales staffs and merchandising
- Deliver quality service at an excellent level to achieve total customer satisfaction
- Handling costumers of different languages.
- Discuss the sales progress with sales manager and prepare the daily sales report to management.

Business group : **ABC SALES CORPERATION**
Position : Sales Person
Duration : **May-2007 to May-2011**

EDUCATIONAL QUALIFICATION:

- **Higher secondary course in science (HSC)** **2004 – 2005**
(Welfare govt. higher secondary school, Kerala, India)
- **Secondary school leaving certificate (SSLC)** **2003**
(Board of public examinations, Kerala, India)

STRENGTH AND USEFUL QUALITIES:

- Hard worker and team player
- Consistency in performance
- Sincerity, trustworthiness, dynamic, mindful, positive and creative.
- Languages known : Fluent in English and Arabic(spoken), basic in Hindi

PERSONAL PROFILE:

Date of birth : 31-05-1988
Nationality : Indian
Sex and religion : Male, Islam
Marital status : Married
Present address : P.B.No.1843 (Dubai)-UAE
Interested in : Web Browsing, Reading, Music and Sports
Visa status : Resident visa
Passport no : S 5759592
Issued on : 06-05-2018, Issued at : KOZHIKODE
Expire on : 05-05-2028

DECLARATION:

I believe in my qualities and I can serve at my best, thanks for those qualities and I do hereby declare that the above furnished details are true and correct to the best of my knowledge and belief.

RIYAZ HAMZA