



REMSHAD KHADER

ABOUT ME

Looking for an exhilarating career with an organization of immense repute, which demands the best of my professional ability in terms of excellent analytical, organizational and communicational skills.

CONTACT ME

- Dubai, United Arab Emirates
- +971 567507490
- vkramshad1@gmail.com
- UAE Driving license Light vehicle (05-2017)
- Nationality: Indian
- Date of birth: 11-07-1993

TOP SKILLS

- A team player with strong communication skill
- Well verse with M.S Office and computer opearating
- Faster Decision Making and Problem Solving Skill
- Customer Service
- Client Engagement
- Sales and Marketing
- Receivable and Payable



WORK EXPERIENCE

C-STORE SALES ATTENDANT CUM SUPERVISOR

- ADNOC Distribution 03/2016 - Current
- ABUDHABI, FUJAIRAH, KHORFAKAN
- * Maintained contact with all clients in the market area to ensure high levels of client satisfaction
- * Processes payments by totaling purchases, processing checks, cash and store or other credit and debit card
- * Receiving, processing and organizing shipments and deliveries accordingly
- Restocking depleted or low shop items and ensuring that the sales floor is organized according to established guidelines.
- Performing regular price audits to identify and correct price discrepancies
- * Addressing and resolving customer's complaints in a professional manner
- * Keeping records of expenditure, sales figure and employee performance.
- * Monitoring shelf stocks and product displays, and the general appearance of the store
- * Training new staff members and scheduling shifts.

OFFICE ADMIN

- Privet office 05/2013 - 05/2015 (2 years, 1 month)
- QATAR
- * Maintain files and records so they remain updated and easily accessible
- * Sort and distribute incoming mail and prepare outgoing mail
- * Answer the phone to take messages or redirect calls to appropriate colleagues
- * Utilize office appliances such as photocopier, printers etc.
- * perform other office duties as assigned



EDUCATION

DIPLOMA IN ELECTRICAL ENGINEERING

- All india Technical Education... 03/2010 - 05/2012 (2 years, 3...)

HIGHER SECONDARY EDUCATION IN SCIENCE

- Kerala Higher secondary board 04/2008 - 03/2010 (2 years)

SECONDARY SCHOOL LEAVING CERTIFICATE

- Kearala Higher Seconadry B... 03/2007 - 03/2008 (1 year, 1 mo...)

COURSES

DESK TOP PUBLISHING

- LBS centre for science & techno... 03/2011 - 08/2011 (6 months)

PUBLICATIONS

CERTIFICATES

- * certificate for appreciation - '100%' HSE- by ADNOC Distribution
- * certificate for appreciation - 'Project Japan' by ADNOC Distribution
- * Fire safety Fundamentals and proper use of fire Extinguisher - by SAVEFAST



FOREIGN LANGUAGES

English (B1)	Arabic (B1)	Hindi (B1)
★ ★ ★	★ ★ ★	★ ★ ★