

## RIYAZ HAMZA

E-MAIL: riyaaabc@gmail.com

MOB: +971567333617

Dubai, UAE

### Sales Executive



#### 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 three years 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>	:	<b>AL SAEEDI SUPER MARKET</b>
Current Position	:	DELIVERY
Duration	:	<b>SINCE NOVEMBER -2021</b>

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

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

#### 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.

<u>Business group</u>	:	<b>ABC SALES CORPERATION</b>
Position	:	Sales Person
Duration	:	<b>May-2007 to May-2011</b>

#### **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
- Valid use driving Licence

#### **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**