

# SAFAD PAZHAYAVEEDU

MERCHANDISER

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Abu Dhabi, UAE



## 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

Professionalism

Compassion

Dependability

Patience and Adaptability

Quick Learner

Creativity

Strong communication and good at following instructions

Honest & Reliable

Attention to Detail

Analytic Skills

Optimistic

Leadership skills

Ability to work under pressure

## EMPLOYMENT CHRONICLE

### FLOOR INCHARGE

4 Years

#### ADNOC HEAD QUARTERS, ABU DHABI

- Supervise staff.
- Train staff to perform allocated roles.
- Manage inventory.
- Assist customers with any queries or requests.
- Administer pay slips to staff.

### MERCHANDISER

3 Years

#### UNILIVER, ABU DHABI

- Ensure that stores, shelves or websites are stocked with the right types and quantities of products.
- Display, arrange, price, and rotate products in store.
- Maintain store shelves by removing dated or damaged products.
- Monitor store inventory based on sales and intake.
- Optimize sales volume and profitability by identifying profitable lines and bestsellers.
- Make recommendations for promotional strategies using sales and pricing data.
- Work and communicate with buyers, suppliers, stores, and distributors.
- Determining the need for and implementing product promotions, price changes, mark downs, clear outs, etc.
- Ensuring retail staff are well informed on product details and promotions.
- Forecasting sales and profits.

## **SALES REPRESENTATIVE**

2 Years

### **CO-OPERATIVE SOCIETY, ABU DHABI**

- Negotiating all contracts with prospective clients.
- Helping determine pricing schedules for quotes, promotions, and negotiations.
- Preparing weekly and monthly reports.
- Giving sales presentations to a range of prospective clients.
- Coordinating sales efforts with marketing programs.
- Preparing and submitting sales contracts for orders.
- Visiting clients and potential clients to evaluate needs or promote products and services.
- Answering client questions about credit terms, products, prices, and availability.

## **MARKETING EXECUTIVE**

1 Year

### **V-GUARD, KERALA, INDIA**

- Researching and brainstorming each stage of the project.
- Delegating assignments to members of the graphics and advertising departments, as needed.
- Supervising employees' work, providing direction and clarification, as needed.
- Ensuring adherence to clients' specifications.
- Coordinating efforts to ensure that campaigns are completed.
- Adhering to time and financial restrictions.

## **RECEPTIONIST**

1 Year

### **LCN GARDEN TOURIST APARTMENT, MUNNAR, KERALA, INDIA**

- Greet clients and visitors with a positive, helpful attitude.
- Assisting clients in finding their way around the office.
- Helping maintain workplace security by issuing, checking, and collecting badges as necessary and maintaining visitor logs.
- Assisting with a variety of administrative tasks including copying, faxing, taking notes, and making travel plans.
- Answering phones in a professional manner, and routing calls as necessary.

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## **ACADEMIC CREDENTIALS**

### **DIPLOMA IN TEACHING**

**KERALA, INDIA**

### **HIGHER SECONDARY**

**BOARD OF HIGHER SECONDARY EXAMINATION, KERALA, INDIA**

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## COMPUTER SKILLS

- ✓ MS Office
- ✓ Net browsing
- ✓ Basic Operation

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## LANGUAGES KNOWN

- English : Reading, Writing, Spoken Interaction
- Malayalam : Reading, Writing, Spoken Interaction
- Hindi : Reading, Writing, Spoken Interaction
- Arabic : Reading, Writing, Spoken Interaction

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## PERSONAL STRENGTHS

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

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## PERSONAL DOSSIER

Gender : Male  
Date of Birth : 11/05/1989  
Marital Status : Married  
Nationality : Indian

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## PASSPORT & VISA DETAILS

Passport No : T9202963  
Date of Expiry : 13/09/2030  
Visa Status : Employment Visa

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## DECLARATION

I hereby declare that the above-mentioned information is true and I bear the responsibility for the correctness of the above-mentioned particulars

ANCY AZEEZ