



MOHAMMED SALMAN

PROFILE

A suitable position in a reputed organization where i can utilize my education and experience for the optimum growth of the organization as well as personal career growth

STOREKEEPER CUM SALES

ADNOC

JANUARY 2022 - present

- > Greeting customers, work closely with customers to determine their needs & answer any questions they may have about the products & services.
- > Ensure store opening and closing checklists are completed in a timely manner, with responsibility for all stock related activities like delivery & tracking of stock, replenishment, availability and display , Assisting in maintaining the back store.
- > orders to replenish supply inventories following established guidelines and procedures in the company and follow-up with suppliers to ensure prompt delivery of items.
- > Responsible for conducting an inspection on the receipt of delivery from suppliers to verify the quality and quantity of materials and equipment received against specifications and units ordered,
- > Prepare and maintain a variety of records related to the organization's store activities and assist in keeping the assigned facility clean and orderly,Keep up-to-date records of receipts, records, and withdrawals from the stockroom
- > Ensure VM standards are in line with VM guidelines at all times & all stock is laid out & displayed in order & correct signage is displayed to attract customers.
- > Responsible to implement all sales activities ,leading to consistently achieving the established sales goals. & surpassing the daily & monthly sales target.
- > Preparing daily sales report. Checking mails.
- > Preserve up to date knowledge and information about the latest promotion, company products, services, Updates & maintain office policies.
- > Train & support newly recruited staff .
- > Count and tag every item and organize storage in safe and secured manner so as to avoid any possibility of damage or loss due to improper handling and storage. Also ensure that the material is easily identified and retrieved as and when required
- > Keeping a record of sales and restocking the store accordingly
- > Responsible for the day to day check on the storage facilities of upkeep and hygiene.

SALES CUM CUSTOMER SERVICE

AIRTEL TELECOM

2019-2021

- > Promptly handled an average of 80 customer inquiries and complaints per day with a 98% customer satisfaction rate
- > Maintained a knowledge base of the evolving product offerings, and improved customer retention by proactively recommending new products to existing customers.
- > Increased average customer order size for new customers by 14% by understanding needs and recommending the right product.
- > work under pressure and react effectively to emergency situations.
- > Reconciled all invoice payments and other cash activities in shift
- > Update and maintain office policies and procedures

CONTACT

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EDUCATION

BATCHLOR OF COMMERCE
Manglore university, India
2015-2018

SKILLS

- > MS Application
- > Tally
- > Food & Safety
- > Fire & safety

LANGUAGES KNOWN

- > English
- > Hindi
- > Malayalam