



# UMAR KHAN

## PROFESSIONAL SUMMARY

Dependable Sales Assistant offering outstanding levels of service through helpful, effective communication. Bringing a can-do attitude to all tasks, ensuring jobs are completed accurately and efficiently for continued customer and management satisfaction.

Confident Sales Assistant providing excellent customer service thanks to exceptional people skills and dedicated work ethic. Experienced in book and toys sales, and in providing accuracy and efficiency in day-to-day store tasks. A strong team player, proficient in monitoring security and serving diverse customer needs.

## CONTACT

📍 DUBAI / UAE

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## SKILLS

- Sales and product training
- Sales and customer assistance
- After sales strategy and planning
- Sales and support
- M.S Office (Word, Excel)
- Dop

## PASSPORT DETAILS

- License No : T7545783
- Date of Issue : 24/07/2019
- Date of Expire : 23/07/2029
- Visa Status : VISIT VISA

## LANGUAGE

- HINDI
- ENGLISH
- KANNADA
- MARATHI
- URDU
- ARABIC (BASIC)

## LICENSE DETAILS

- License No : 4532195
- Date of Issue : 04-08-2023
- Date of Expire : 04-08-2025

## WORK HISTORY

SALES ASSISTANT & RECEIVER

02/2021 -09/2022

Al Kabayel Oasis Trading LLC - Dubai, United Arab Emirates

- Provided service with a smile, offering courteous, helpful advice to best meet customer needs.
- Greeted customers and helped with selecting merchandise, finding accessories, and completing purchases.
- Worked energetically to maintain efficient operations during peak trading hours.
- Received and processed product returns.
- Resolved customer complaints and process issues with proactive problem-solving skills.

PURCHASER FOOD PRODUCTS

09/2022 - 10/2024

Al Kabayel Oasis Trading LLC - Dubai, United Arab Emirates

- Collaborating with suppliers, manufacturers, and stores to ensure proper execution of plans
- Creating and organizing promotions and advertising campaigns.
- Gathering information on market trends and customer's reactions to products.
- Analyzing sales figures-reporting growth, expansion and change in markets.

## PROFESSIONAL APPRAISAL

- Market research.
- Collaboration.
- Communication (both written and verbal)
- Payment collection
- Refunds and exchanges
- Cash register operations
- Cash drawer managements
- Creating displays.
- Sales and marketing.

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## EDUCATION

2nd year PUC

Shaikh School Belgaum - Belgaum, India

PUC ITI

Government ITI Mazghavi - Belguam, India

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## DECLARATION

I hereby declare that the all the information furnished above are true to the best of my knowledge and belief.

**UMAR KHAN PATHAN**

