

MOHAMED ZAID KACHHAWA — Sales, Logistics, Admin, Stores, Customer Care, Cashier

Mobile : 055 4891902

Email : kachhawazaid17@gmail.com

#OBJECTIVES

Results-oriented professional interested in a challenging position to use my strong interpersonal and abilities. Experienced in Administrative support, sales support, logistics and customer cares. Familiar with working in fast-paced environments, able to solve problems quickly. And to obtain and use my skills and abilities which can support reaching the organizations goals together with enriching my career aspirations.

#EDUCATION

- Bachelors in Business Administration from S.S AGRAWAL COLLEGE OF COMMERCE & MANAGEMENT INDIA VEER NARMAD SOUTH GUJARAT UNIVERSITY INDIA Aug-2018 to 2021
- HIGHER SECONDRY passed from Divine Public school INDIA 2015

#EXPERIENCE

CROMA INDIA – One of best Indian online shopping company from TATA Group

- **SALES-ASSOCIATE** at Indian based Retail Franchise called Croma for 18 months
- **Customer Assistance:** Greet and assist customers with product inquiries.
- **Product Knowledge:** Provide detailed information about electronics and appliances.
- **Sales:** Promote and sell products to meet sales targets.
- **Inventory Management:** Assist in stock checking and replenishment.
- **Billing:** Handle customer billing and payments.
- **Customer Feedback:** Collect and report customer feedback.
- **Merchandising:** Arrange products for attractive displays

BLUEDART- DHL INDIA

- **Delivery Associate** at BLUEDART & DHL for 7 months
- **Parcel Delivery:** Pick up and deliver packages to customers on time.
- **Route Planning:** Plan and follow efficient delivery routes.
- **Customer Interaction:** Obtain customer signatures and confirm deliveries.
- **Package Handling:** Safely load, unload, and handle parcels.
- **Documentation:** Maintain accurate delivery records and receipts.
- **Vehicle Maintenance:** Ensure the delivery vehicle is in good condition.
- **Problem Resolution:** Address and resolve delivery issues or delays.

FLIPKART INDIA

- **MIS (MANAGEMENT INFO SYSTEM)** at Flipkart warehouse for 8 to 9 months
- **Data Management:** Collect and maintain warehouse data on inventory, shipments, and operations.
- **Reporting:** Generate daily, weekly, and monthly reports on warehouse performance.
- **System Monitoring:** Monitor warehouse management systems for efficiency and accuracy.
- **Data Analysis:** Analyse data to identify trends and areas for improvement.
- **Inventory Control:** Track inventory levels and discrepancies.
- **Coordination:** Coordinate with warehouse staff and management for data accuracy.
- **Issue Resolution:** Troubleshoot and resolve system-related issues.

#CERTIFICATION

- Certification in Bachelor's in Business Administration Degree
- Certification in Advance Excel
- Certification in Tally Prime
- Certification in Microsoft Power-BI

#SKILLS

- I hold a Bachelor's degree in Business Administration, complemented by certifications in Advanced Excel, Tally Prime, and Microsoft Power-BI, which have equipped me with robust analytical and data management capabilities. My proficiency with shortcut keys ensures swift and efficient use of these tools, streamlining processes and improving productivity. Fluent in English, I excel in customer handling, ensuring clear communication and high satisfaction levels. My leadership skills enable me to effectively manage teams, drive projects forward, and foster a collaborative work environment. Additionally, my diverse skill set allows me to adapt to various roles and responsibilities with ease.

#PERSONAL-INFORMATION

- NAME: MOHAMED ZAID KACHHAWA
- Birth: 1996
- LOCATION: SHARJAH UAE (PRESENT)
- CONTACT: 055 4891902
- EMail: kachhawazaid17@gmail.com
- NATIONALITY: Indian
- LAUGUAGES: ENGLISH (FLUENT), GUJARATI,HINDI, ARABIC BEGINNER
- HOBBIES: READING, PLAYING CRICKET

Declaration:

I hereby declare that the above mentioned statements is correct and true to the best of my knowledge & belief.

Mohamed Zaid Kachhawa