



OBJECTIVE

I am conscientious, hardworking, and flexible with the highest ethical standards. I believe in my ability to clearly communicate with all levels in the organization and work autonomously and efficiently under pressure. the potential to broaden my experience by functioning as an active member of a dynamic team, where I can effectively utilize my acquired training and experience. I have **Ten Years'** Experience in The Field of Sales & Marketing **2 Years** in store Keeping

PERSONAL DETAILS

Date of Birth : 29th Nov 1990
Nationality : Indian
Religion : Islam
Marital Status : Married
Emirates ID : 784199046519973
Languages : English, Arabic & Hindi

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EMAIL:

Yehiyashajahan1991@gmail.com

YAHYA KHAN SHAHJAHAN

WORK EXPERIENCE

Senior Sales Associate cum Accountant

Vijaya Krishana Jewelers, Kerala, India

Jun 2021 – Aug 2023

Store Keeper

Sidra Equipment Trading Co, Dammam, Saudi Arabia.

Aug 2019 – May 2021

Senior Sales Associate Cum Cashier

Boots Pharmacy, Dammam, Saudi Arabia.

M.H. Alshaya International Trading Company (One of the world's leading brand franchise operators)

Feb 2016 – Jul 2019

Sales Associate Cum Cashier

Malila trading est., Dammam, Saudi Arabia

Jun 2013 – Jan 2016

Sales Associate

Popular motors. pvt ltd., Kerala, India

Mar 2011 – May 2013

EDUCATION

Bachelor Of Economics (BA)

University Of Kerala, India

April 2008 – March 2011

JOBS AND RESPONSIBILITIES

- Ensure high levels of customer satisfaction through excellent sales service
- Assess customers' needs and provide assistance and information on product features
- Welcome customers to the store and answer their queries
- Follow and achieve department's sales goals on a monthly, quarterly and yearly basis
- "Go the extra mile" to drive sales
- Maintain in-stock and presentable condition assigned areas
- Actively seek out customers in store
- Remain knowledgeable on products offered and discuss available options
- Process POS (point of sale) purchases
- Cross sell products
- Handle returns of merchandise
- Team up with co-workers to ensure proper customer service
- Build productive trust relationships with customers
- Comply with inventory control procedures
- Suggest ways to improve sales (e.g. planning marketing activities, changing the store's design)
- Keeping a record of sales and restocking the store accordingly.
- Managing and training store staff.
- Planning promotional campaigns for new products or specials.
- Ensuring that the store is kept clean and organized.
- Mediating any confrontations between staff and clients, and de-escalating the situation.

TECHNICAL SKILL & COMPUTER LITERACY

- ❖ Advanced Certified Professional Accountant (**ACPA**)
- ❖ Advanced Diploma in Manual & Computerized Accounting.
- ❖ Practical **Accounting & Taxation**
- ❖ Corporate Professional Training in **SAP** software.
- ❖ Proficient in **MS Office** & Various Accounting Software
- ❖ Diploma In **Mobile Technician**

DECLARATION

I hereby declare that the information furnished above is true to the best of my knowledge.

Yahya Khan Shahjahan