

# Abdul Kadir Mulla

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**Driving License:** UAE.



## **Objective:**

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To obtain a challenging career with a growth-oriented organization that will allow me to grow with the organizational growth.

## **Work History**

Driver at Grand Flora SPA Ladies Salon, Dubai – UAE

June 2017 – July 2023 (6 Years)

Business – Multipurpose Ladies Salon

## **Responsibilities:**

- Pick & drop facilities for Staff.
- Visit Banks for daily transactions.
- Collection of Materials from the Suppliers.
- Other Emergency works.

## **Other Work Experience:**

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Salesman cum Driver at Al Rasheedi Company, KSA-JEDDAH

Jan 2013 to Dec 2016 (4 years)

Business: CCTV / Access Control, Security system

## **Responsibilities:**

- Providing daily sales report to management.
- Monthly reconciliation of physical stock with system report.
- Analysis of sales and ordering of products.
- Providing utmost levels of customer service.
- Maintaining good relationship with customer by solving issues of Customer.
- Collection of cash from customers and depositing the same into bank.
- Report to employers on sales.

Store Keeper cum Driver at Saif Middle East, Dubai, U.A.E

Jan 2007 to March 2012

## **Responsibilities:**

- Responsible for receiving and arranging delivery of materials against delivery notes or packing list.

- Keeping track record of stores.
- Updating, monitoring and reporting to the Manager.
- Monthly checking of physical stock with inventory list and correct discrepancy if any.
- Reporting weekly basis to management.
- Prepared invoices and delivery note.

Sales Person at Joofri's Super Bazaar, Mangalore, India.  
May 2004 to Nov 2005

**Responsibilities:**

- Attending customers in super market.
- Giving report to Supervisor regarding order of stock
- Arranging products and manage display.
- Taking care of Packing and delivering products/goods.

**Education:**

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Completed S.S.L.C from Karnataka Board of Examination, Karnataka, India.  
Higher Secondary Education from Govt College, India

**Personal strength:**

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- Hardworking,
- Honest,
- Team work,
- Positive attitude and determined.

**Personal Details:**

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Nationality	:	Indian.
Marital Status	:	Married
Date of Birth	:	18 <sup>th</sup> March 1980
Languages	:	English, Hindi, Urdu, Kannada.
Visa Status	:	On Visit Visa

**Declaration**

I hereby declare that the information and the facts stated above are true and correct to the best of my knowledge and beliefs.

Abdul Kadir Mulla