



CONTACT

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☎ 0554125273
🌐 Indian
💍 Married

SKILLS AND COMPETENCIES

- Communication Skills
- Written Expression
- Problem Solving Skills
- Organization Ability
- Time Management
- Effective Communication
- Excellent customer service skills.
- Excellent multi-tasking ability.
- Good at presentation.
- Negotiation Skills.
- Flexible and willingness to learn.

PASSPORT DETAILS

- Passport No - S0232592
- Date of Issue - 16-03-2018
- Date of Expiry - 15-03-2028
- Place of issue - Kozhikkode

LINGUISTIC KNOWLEDGE

- Arabic
- English
- Hindi
- Malayalam
- Kannada

HOBBIES

- Workout
- Reading
- Photography
- Playing
- Travelling
- Drawing

HAMEER SHAFI

CAREER OBJECTIVE

Self directed, resourceful and passionate administrative professional looking for a position as an administrative assistant bringing successful track record in clerical work, problem solving, time management and communication to provide effective support to office. To keep adding value to myself and simultaneously contribute to the growth and success of organization I represent.

PROFFESIONAL EXPERIENCE

SALES MAN

Nesto Hyper Market Burj Nahar Mall at Deira, Dubai.

4 Years

DRIVER

Al Marina Hotel Apartment at Riyadh, Saudi Arabia.

4 Years

SALES MAN

Al Zaharia S/M at Sharjah.

2 Years

HOLDING DRIVING LICENCE (UAE & SAUDI ARABIA)

EDUCATIONAL QUALIFICATION

+2 PASSED

ADDITIONAL QUALIFICATION

- MS OFFICE
- INTERNET BROWSING

RESPONSIBILITIES

- Services existing accounts, obtains orders, and establishes new accounts by planning and organizing daily work schedule to call on existing or potential sales outlets and other trade factors.
- Established and maintained positive working relationships with others.
- Adhered to quality assurance expectations and standards.
- Focuses sales efforts by studying existing and potential volume of dealers.
- Submits orders by referring to price lists and product literature.
- Welcome customers as they arrive at the supermarket
- Provide customers with information on daily deals and discounts
- Assist customers in finding their choice of items or escort them to the right shelves
- Stock shelves in accordance to the supermarket's policies and make sure that any out of stock product is informed to the supervisor
- Attach pricing labels to items before placing them on shelves
- Ensure that the produce section is replenished with fresh items continuously
- Manage customers' refunds and returns
- Keep a vigilant eye on shoplifters and fraudulent credit cards
- Report any suspicious activity within the premise of supermarket

I hereby declare that all the information given above is my own and true to the best of my knowledge.

HAMEER SHAFI
Applicant