

## **CURRICULUM VITAE**

**ABDUL AZEEZ P.A**

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### **Objective:**

Seeking a challenging and rewarding position in an environment where my talents and potentials can be effectively tapped for the benefit of the organization and for the enhancement of my career.

### **Personal Information**

Date of Birth	:	10/09/1986
Sex	:	Male
Nationality	:	Indian
Marital Status	:	Married
Religion	:	Islam(muslim)
Passport No.	:	X3537443
Visa Status	:	Visit Visa

### **Educational Qualification**

- ✓ B.Com with Computer Application
- ✓ Having good knowledge for Computer
- ✓ Having valid UAE Driving License
- ✓ Having good knowledge for all UAE Major Locations.
- ✓ Having good customer relation with all major outlets in UAE

### **Experience in UAE**

- ✓ **Worked as Accountant cum Administrator for Malmas hypermkt. (FMCG), Dubai 2008**
- ✓ **Worked as Purchaser cum Incharge for Roshan hypermkt. (FMCG), Dubai -2010.**
- ✓ **Worked as Sales executive for Al Mufid Pharmacy, Abu Dhabi (Medicines, Health And Beauty)**
- ✓ **Worked as Sales Executive for Liwa Oasis, Abu Dhabi, (Perfumes And Cosmetics).**
- ✓ **Worked Sales representative cum accountant for Al Bayraq Trading, Dubai .(Garments, Department Store Textiles)**

- ✓ **Worked as Sales Supervisor for Delicious Sea Foods in abudhabi(Frozen and Dry Fruits )**
- ✓ **Worked as sales manager for Impex Garments Manufacturing (Ajman) all over in UAE**
- ✓ **Worked as Sales manager in Sabah Flash General trading in Dubai (Department Stores) All over UAE till 2023**

### **Work experience profile in UAE(16 years)**

#### **In sales and marketing field(13 years)**

- \*Achieved sales target.
- \*maintained sufficient stock in the van in order to fill requirements of customers.
- \*promoted sales through regular visit to customer and retail merchandise.
- \*maintained sufficient stocks in hands
- \*ensured stocks are properly maintained
- \*retail merchandising.
- \*monitored stock loss and damages and expired goods.
- \*ensured planned visits to customers.
- \*track and follow competition products and activities.
- \*maintained good relations with the customers.
- \*increasing sales and follow up the customer base in the market.
- \*makes sure about the daily sales and activity report to manager.
- \*deals with small and large scale retail outlets.
- \*worked closely with customers.

#### **In purchase and accounts(3 years)**

- \*maintained updated records of purchased product.
- \*evaluate goods receipt and ensure adherence to quality.
- \*managed long term contract with suppliers.
- \*ensured adequate stock levels.
- \*tracks the movement of raw materials.
- \*worked closely with suppliers.
- \*co-ordinate with warehouse to ensure proper storage.
- \*prepared accounts information.
- \*maintained financial records and transctions.
- \*records ledgers and analyzing financial actions.
- \*reconciled financial datas.
- \*mainatained balance and bank reconciliation

### **Skills**

- ✓ Pleasant Personality
- ✓ Honest and Hardworking
- ✓ Punctual, Dedicated and Quick Learner
- ✓ Excellent communication skill
- ✓ Excellent sales and marketing skills
- ✓ Ability to deal with people diplomatically
- ✓ Able to work in multicultural environme

### **Languages Known:**

- ✓ English, Hindi, Arabic, Tamil & Malayalam.

### **Declaration**

I hereby certify that all the above mentioned information is true and correct to the best of my knowledge and belief.

ABDUL AZEEZ P.A  
DUBAI.