

## AZHAR KHAN

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Address : - Deira, Dubai



### **PROFESSIONAL SUMMARY**

Having 4 years of experience in Sales, Merchandiser and Customer Service representative. Also work as Shift in Charge in the past organization. Effective presentation skills & strong leadership skills have consistently been appreciated in each department.

### **EMPLOYMENT SUMMARY**

**Employer Name** : MCLANE GLOBAL TRADING LOGISTICS AND SALES  
**Designation Held** : Sales and Merchandiser  
**Tenure** : August 2020 to Present.

### **JOB RESPONSIBILITIES**

- Work with Sales Managers on customer quotes, load plans, shipment OOR reports.
- Assist in weekly reports, shipment planning with different DCs.
- Learn SO and PO creation in MS Dynamics; follow up with vendors.
- Maintain a database of regulatory documents, multi-lingual stickers, sales sheets, quotes on SharePoint.
- Work on e-blasts and other marketing material for the sales team.

### **EMPLOYMENT SUMMARY**

**Employer Name** : Arabia convenience circle K Super Market U.A.E  
**Tenure** : August 2018 to June 2020  
**Designation Held** : Sales, Inventory Controller, Cashier & Customer Service.

## **JOB RESPONSIBILITIES**

- Taking care of sales & business development with focus on achieving predefined sales target and growth across designated region, forecasting and planning monthly & quarterly sales target and executing them in a given time frame.
- Take cash handover properly and sending daily closing report to accountant.
- Inventory controller making return report of daily expiry product like sandwich and pastries.

## **ACADEMIC CREDENTIALS**

- **High School (2008) -** CBSE Board New Delhi, India

## **KEY SKILLS**

- Having a responsible attitude, remaining calm under pressure & possessing superb decision-making skills.
- Promoting good work practices
- Ability to connect & interact with a wide variety of people from all backgrounds
- Dealing with the queries promptly, professionally and in a way that creates trust
- ERP

## **PERSONAL DETAILS**

- **Date of Birth** : 05 July 1993
- **Father's Name** : Inshaullah Khan
- **Current Address** : Dubai, U.A.E
- **Languages Known** : English, Hindi, Urdu, Arabic
- **Passport No.** : L2112368
- **U.A.E. Visa Expiry Date** : Valid Employment Visa
- **Driving License** : Valid UAE License