



SHAIK UNAIF

Sales Assistant

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01 PROFESSIONAL SUMMARY

Agile and adaptable staff leader with stellar work history, motivational approach and upbeat nature. Skilled at training employees and leveraging organized approaches to handle day planning, scheduling and customer service requirements. Forward-thinking and industrious with diplomatic communication style focused on maximizing engagement and satisfaction.

02 WORK HISTORY

Jan 2019 — May 2022
Mangalore

Sales associate at Waffee house

- Exceeds sales target
- Appropriate order supply
- Calculated inventory
- Promoted +ve environment
- Met, greeted and encouraged positive reviews from customers
- Ensured safe ,secured work environment

Jan 2023 — Jul 2023
Bengaluru

Sales assistant at Ms sportswear

- Sales entry
- Purchase entry
- Restocking
- Microsoft Excel
- Made personal recommendation
- Demonstration of product

- Sharing product knowledge
- Sales strategies

03 EDUCATION

Sep 2016 — Sep 2019
Mangalore

Mangala college of paramedical science

Diploma in health inspector

The Diploma in Health Inspection program has equipped me with the knowledge and skills necessary to become a successful health inspector. I have completed courses in food safety, sanitation, and public health, which have given me a thorough understanding of the regulations that need to be followed to ensure public health and safety. I am confident that my training and experience will make me an asset to any organization that prioritizes these values.

04 SKILLS

Adaptability ● ● ● ● ●
Microsoft Office ● ● ● ● ●
Ability to Work Under Pressure ● ● ● ● ●
Ability to Work in a Team ● ● ● ● ●
Communication Skills ● ● ● ● ●
Hygiene Inspection ● ● ● ● ●

Food Safety ● ● ● ● ●
Customer relations ● ● ● ● ●
Business development ● ● ● ● ●
Sales and marketing ● ● ● ● ●
Creative merchandise ● ● ● ● ●
Negotiation ● ● ● ● ●

05 HOBBIES

Photography
Writing
Reading
Cooking
Blog
Art
Sports
Chess

06 COURSES

Sep 2019

Diploma in health inspector at Mangala college of paramedical sciences

07 LANGUAGES

English ● ● ● ● ●
● ● ● ● ●

Tamil ● ● ● ● ●
● ● ● ● ●

Hindi

Arabic

Spanish

Kannada

Urdu

Malayalam

Konkani

Telugu

08 INTERNSHIPS

May 2018 — Aug 2018

Mangalore

Aug 2018 — Dec 2018

Mangalore

Junior health officer at Mangalore corporation (Malaria control)

Trade licence inspection at Mangalore city corporation

The Mangalore City Corporation (MCC) is the municipal body responsible for governing the city of Mangalore. Its responsibilities include providing basic amenities such as water supply, sanitation, and waste management, as well as maintaining the city's infrastructure. The MCC is also responsible for enforcing rules and regulations related to trade licenses

09 ACCOMPLISHMENTS

- Collaborated with team of Ms customs.
- Resolved product issue through consumer testing.
- Used Microsoft Excel to develop inventory tracking.
- Created a company-wide, comprehensive training program for all sales team members.
- Strategies and tactics used to promote the company
- Advertisement, Sponsors
- Social media marketing and ensure all legal formalities

10 REFERENCES

References available upon request