




# Mahammad Shereef

Sales Support / Office Assistant

 Sharjah, United Arab Emirates  shareefukd202@gmail.com

 +971 56 403 4735

## Profile Summary:

To secure a challenging position in a reputed organization that offers opportunities for professional growth and development. I aim to leverage my skills and 6 years of Gulf experience to contribute effectively to the organization's success, while enhancing my knowledge and abilities through dedication and hard work. My goal is to create value and make a positive impact in a dynamic and progressive work environment.

## Key Skills

Packing and Logistics Management

Office Work and Administrative Assistance

Shifting and Relocation Services

Communication Skills

Attention to Detail

Time Management

Problem-Solving

Adaptability

Organizational Skills

### ***a) Sales Support & Cashier Canada Supermarket, Dubai, UAE 2014 – 2018***

- Assisted customers with product inquiries, ensuring excellent service and enhancing customer satisfaction.
- Processed cash, card, and other payment transactions accurately and efficiently.
- Prepared daily sales reports and reconciled cash registers at the end of each shift.
- Monitored stock levels and coordinated with suppliers for timely restocking of fast-moving items.
- Organized promotional displays and ensured shelves were clean and well-stocked.
- Resolved customer complaints and addressed issues related to products and billing with professionalism.
- Assisted in training new employees, ensuring they understood customer service standards and store operations.

### ***b) Sales Support Aklil Al Madina, Sharjah, UAE 2019 – 2021***

- Provided personalized customer service, helping shoppers locate products and answering inquiries.
- Managed daily sales operations, including stock replenishment and inventory management.
- Ensured proper arrangement and labelling of products to improve accessibility and visual appeal.
- Supported in planning and executing promotions to increase sales and attract new customers.
- Assisted in processing supplier orders and maintaining stock records for grocery items.
- Kept the store clean and organized, ensuring compliance with hygiene and safety standards.
- Built strong relationships with regular customers, ensuring repeat business through excellent service.

## Education Details

*Secondary School Leaving Certificate (SSLC)*

*University/Board: Karnataka Secondary Education Examination Board 2009*

*Percentage: 69.60*

## Personal Details:

Father's Name:	Hasainar
Mother's Name:	Maimuna
Language Proficiency:	English, Hindi, Arabic, Tamil & Malayalam
Gender:	Male
Nationality:	Indian
Marital Status:	Married

## Declaration:

I hereby declare that the information provided above is true and correct to the best of my knowledge and belief.

Date:

Place:

(Mahammad Shereef)