



# MUHAMMED NAVAS

Result-driven professional

with over 02 years of diverse work experience in retail and supermarket environments. Skilled in customer service, sales, inventory management, and team coordination. Proven ability to provide exceptional customer support, manage stock levels, and drive sales growth. Currently seeking new opportunities in office administration, where I can apply my strong work ethic and extensive experience to achieve impactful results.

## CONTACT

- +971 568162535
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- Sharjah, UAE

## KEY SKILLS

- Customer Service Excellence
- Sales Techniques and Strategies
- Inventory Management
- Data Entry and Management
- Organizational Skills
- Time Management
- Communication Skills
- Attention to Detail
- Team Coordination
- Cash Handling
- Product Knowledge
- Stock Replenishment
- Administrative Support
- Video editing
- Offer flyer creating
- Health and Safety Compliance

## ACHIEVEMENTS

- Employee of the Week
- Performer of the Month

## LANGUAGE

- English
- Hindi
- Arabic
- Tamil
- Malayalam

## PERSONAL DETAILS

- Nationality : Indian
- Date of Birth : 03/12/2003
- Visa Status : Employed
- Passport no : w2840160
- Expiry date : 04/08/2032

## EDUCATION

### Higher Secondary Education

Board of Higher Secondary Examinations, Kerala, India

### Secondary School Leaving Certificate (SSLC)

Kerala Secondary Education Examination Board

## WORK EXPERIENCE

### Salesman

Quick Supermarket, Sharjah, Dubai

From 2023 to Present

- Delivery in charge.
- Provide accurate information about product features, pricing, and after-sales services.
- Answer customers' questions and conduct price and feature comparisons to facilitate purchasing decisions.
- Cross-sell products and inform customers about discounts and special offers.
- Attending delivery call and dealing customer dealing.
- Coordinate with the Retail Sales Representatives team to provide excellent customer service, especially during peak times, and provide customer feedback to the Store Manager.
- Stay up-to-date with new products/services and trends to provide knowledgeable assistance to customers.

### DESIGNING, VIDEOS EDITING

- Social media handling

- Hardworking and passionate job seeker with strong organizational skills eager to secure entry-level [EDITING] position. Ready to help team achieve company goals.
- Proactive and goal-oriented professional with excellent time management and Problem solving skills. Known for reliability and adaptability, with swift capacity to Learn and apply new skills. Committed to leveraging these qualities to drive Team success and contribute to organizational growth.
- Keep track of inventory, ensuring stock levels are maintained, and follow supermarket policies.
- Guide customers, demonstrate items, and provide information about offers to ensure a positive shopping

## DECLARATION

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

MUHAMMED NAVAS A