

CAREER ABRIDGEMENT

To achieve a challenging position in a professional organization through self-improvement by excelling in all responsibilities with sincere hard work,dedication & commitment.To work towards the development of the organization & grow with it.

KEY SKILLS

Teamwork	Communication Skills	Detail Oriented
Decision Making	Organization skills	Time Management
Work Ethic	Hardworking	Interpersonal ability

EMPLOYMENT CHRONICLE

STORE MANAGER |

Mar 2022 – Present

GALA SUPERMARKET LLC
WESTERN INTERNATIONAL GROUP , NESTO - DUBAI ,UAE

KEY RESPONSIBILITIES:

- Provides direction and guidance to associates to ensure efficient and effective floor operations, customer service.
- Ordering Products, Receiving products and managing local vendors.
- Maintains company standards and guidelines around product flow, customer service and visual displays.
- Manages retail staff, including cashiers and people working on the floor.
- Train to newly joined staff introduce and knowledge about them about Brand and standards.
- Performs daily store activities such as opening and closing procedures which includes monitoring attendance, and activating security systems.
- Study trends, authorize clearance sales and also determine all required sales promotions
- Proper making of staff duty roaster and holidays.
- Organize training, orientation, and supervise all departmental staffs

STORE MANAGER |

Feb2021 – January 2022

AJFAN DATES AND NUTS LLC - Hyderabad , INDIA

KEY RESPONSIBILITIES:

- Managing daily operation of stores
- Provide direction and guidelines to staff their assigned job
- Provide excellent customer service for sales growth
- Develop positive shop experience and customer satisfaction
- Improve profit and attain sales target of the branch
- Manage and instruction to cashier for payment and banking issues
- Perform inventory control to avoid overstock and low stock
- Ensure shelves are well maintained clean and arranged well
- Ensure all products properly tagged and labeled
- Assist training staff on assigned responsibilities



SHAFEEK AHAMMED

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 Dubai, UAE

ACADEMIC CREDETIALS

BACHELOR OF ARTS

UNIVRSITY OF CALICUT

HIGHER SECONDARY

BOARD OF HIGHER SECONDARY
EXAMINATION, KERALA, INDIA

SSLC

BOARD OF PUBLIC EXAMINATION,
KERALA, INDIA

PROFESSIONAL COURSE

PROFESSIONAL DIPLOMA IN COMPUTER APPLICATION

JETKING HARDWARE&NETWORKING,
BENGLORE,INDIA

ASSISTANT MANAGER | INVENTORY CLERK |

August 2016– July 2019

July 2019– August 2020

ALMAYA SUPERMARKET LLC, DUBAI UAE

KEY RESPONSIBILITIES:

- Managing and supervising entire showroom department including sales customer service and bill collection
- Assisting showroom manager and reporting head in responsibilities in terms of product right placing and inventory
- Monitoring the products expiry reports prepared by floor team and ensuring replacements and return are done on time .
- Take the responsibilities of all outlet activities in the absence of showroom Manager..
- Handled logistics activities preparing LPO order foam , receiving goods, sending Grv(Return and damage) in time to time.
- Managing stock control
- Handled Deliveries(customer order-by phone and online application All over Dubai area)
- Setup products displays according to merchandising slandered
- Deal with all complaints ,queries, and other customer service issues

CUSTOMER SUPPORT ASSOCIATE |

April 2014-June2016

TVS ELECTRONICS LTD , KOCHIN INDIA

KEY RESPONSIBILITIES:

- Diagnose hardware and software problems
- Dell and Lenovo warranty support troubleshooting and installation
- Configuration of managing clients and windows os
- Printer installation scanner installation and troubleshooting
- Managing all IT asset details
- Updating service pack and patches on desktop/laptops configuring

PERSONAL STRENGTHS

COMMUNICATION - Interpersonal skills – verbal, problem solving and listening skills in any administrative role.

SERVICE - Having a client focused approach Skills include Patience, Attentiveness and a positive language.

ORGANIZATION - Helping others, organizing a to-do list. Prioritizing tasks by the deadline for improving time -management.

MANAGEMENT- Management skills to direct others and review others performance.

DECLARATION

I hereby declare that the above-mentioned information is true, and I bear the responsibility for the correctness of the above-mentioned particulars.

SHAFEEK AHAMMED

CERTIFICATIONS COURSE

BASIC FOOD TRAINING CERTIFICATION
from
SHARJAH MUCIPALITY

COMPUTER PROFICIENCY

MS Office	★ ★ ★ ★ ★
Hardware	★ ★ ★ ★ ★
Software	★ ★ ★ ★ ★
Internet & E-Mail	★ ★ ★ ★ ★

LANGUAGES KNOWN

- ENGLISH
- HINDI
- MALAYALAM
- TAMIL
- ARABIC

PERSONAL DOSSIER

GENDER : MALE

DATE OF BIRTH :12/DEC/1989

NATIONALITY : INDIAN

MARITAL STATUS : MARRIED

INTEREST



Songs



Travelling



Reading

REFERENCE

Available upon request