




Dubai - UAE

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EMAIL

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PERSONAL PROFILE

Gender : Male
Nationality : Pakistan
Marital status : Single
Date of Birth : 03 -08- 1997
Languages : Arabic
English
Urdu

PASSPORT & VISA INFORMATION

Passport No : BD1173261
Issue date : 06-10-2016
Expiry date : 05-10-2026
Visa Status : Cancelled visa

SKILLS

- Problem solving
- Customer scare
- Multi tasking Pricing strategy implementation
- Marketing
- Customer focus
- Merchandise control
- Team player
- Stock control
- Sales reporting
- Store maintenance
- Display setup
- Product expertise

SHOAIB AHMED

POST APPLIED FOR: ANY SUITABLE JOB

OBJECTIVE

A suitable position with and organization where I can Utilize the best of my skills and abilities that fit to my Education, skills and experience a place where I am encouraged and permitted to be an active participate as well vital contribute on development of the Company.

WORK EXPERIENCE IN UAE

DESIGNATION : OFFICE BOY (HR DEPARTMENT)

COMPANY : UNIONCOOP

DURATION : 02/2023 TO 02/2025

LOCATION : DUBAI -UAE

- Ensure cleanliness and tidiness of all office areas, including workstations, meeting rooms, and common areas.
- Monitor and replenish office supplies, including stationery, kitchen supplies, and toiletries.
- Assist in photocopying, scanning, and filing documents as required.
- Distribute internal and external correspondence and packages.
- Assist in setting up meeting rooms and preparing for meetings.
- Assist in arranging and serving refreshments during meetings and events.
- Ensure the pantry and kitchen areas are organized and well-stocked.
- Collect and distribute incoming mail and packages.
- Coordinate outgoing mail and courier services.

DESIGNATION : HELPER

COMPANY : UNIONCOOP

DURATION : 03/2021 TO 01/2023

LOCATION : DUBAI -UAE

- Receiving, unpacking and arranging new shipments from suppliers and vendors
- Arranging and labelling goods in the display shelves
- Assisting customers in finding the products they're looking for
- Processing customer payments at the checkout point/till
- Addressing customer complaints and inquiries
- Providing shopping advice and recommendations to customers
- Cleaning and rearranging the store after hours
- Performing periodic price audits to resolve price discrepancies
- Collaborating with other team members to keep the sales floor area clean and organised at all times

EDUCATIONAL QUALIFICATION

- Diploma

DECLARATION

I hereby declare that the above mentioned information is correct to best of my knowledge and belief. I bear the responsibility for the corrections of the above mentioned particular

Shoaib Ahmed