

CURRICULAM VITAE

Malek Sohil Mahammad
Mobile:0503669431
Ref Mobile: 055 - 9609068
Email:sohilmalek1396@gmail.com



CAREER OBJECTIVE:

Seeking a challenging position as a Sales Representative or suitable any job to use my skills for various applications that dynamically works towards the growth of organization and personal development.

WORK EXPERIENCE:

1) COMPANY: ApolloPharmacy, Baroda, Gujarat. INDIA

A) DESIGNATION: Outlet/Sales Representative

B) Joining Date: August 2019 till Jan-2022.

C) Job Responsibilities:

- Promoted and sold products to current and potential customers.
- Developed, analyzed, prioritized, and executed in order to execute sales.
- Proactive plans to achieve business results through customer review and requirements.
- Establishing and maintaining communications and sound working relationships with physicians and healthcare providers of nearby area.
- Maintaining all time stock of required items.
- Check for stock at other branches or order requested stock for customers.
- Provide customers with information about items if required during.
- Keep track of inventory by maintaining records for of shipment received.
- Keeping account/record for daily sale and converting record of daily sale to monthly sale sheet.
- Maintaining daily files such as attendance register of assistant employees, request raised for new stock.

2) Company: **D'Mart (Genius ConsultantsLtd.)**
Baroda, Gujarat, INDIA.

A) DESIGNATION: **Cashier.**

B) Joining Date: **July 2017 till August 2019.**

C) Job Responsibilities:

- Provided each customer with the highest level of service and satisfaction at all times.
- Regularly communicated with vendors, and assisted with restocking shelving and product displays,
- Handled closing and opening duties, and ensured space was tidy and ready for business each day.
- Assisted customers with issues at store and contacted service technicians/assistance when necessary.
- Checked and balanced daily sales reports.
- Received, revised and arranged store goods.
- Organized and improved snack store for easy management.

EDUCATIONAL QUALIFICATION:

- **Graduated in Computer Applications** in the year of 2017 July, from "Dr. Babasaheb Ambedkar University", India.
- **Passed Higher Secondary Certificate** in the year of 2013 from Gujarat Board, India
- **Passed Secondary School Leaving Certificate** in the year of 2011 from Gujarat Board,India.

ADDITIONAL QUALIFICATION:

- CFA (Computerized Financial Accounting) From Institute For Advanced ComputerTechnology, August 2015.
- Good Knowledge of Computer Applications.
- Accounting package Tally.

PERSONAL DETAILS:

Father's Name : Mr. Mohamed Hanif

DOB : 01/03/1996.

Sex : Male.

Social Status : Single.

Nationality : Indian

Passport No. : N 9252825

Visa Status : Visit Visa till 25.04.2022.

Hobbies : Listening Music, Travelling.

Languages known : English, Hindi, Gujarati.

DECLARATION:

I hereby declare that the above-mentioned particulars are true to the best of my knowledge and belief.

Place: Dubai

Date: 20.03.2022.