

SHAIK. JEELAN BASHA
Al Ain, United Arab Emirates
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AL AIN - UAE.



Objectives:

Seeking a responsible and challenging position in an energetic, self motivating environment, where my professional attitude and constant drive towards success enable me to help further the growth and development of the organization and my self.

Educational qualifications:

- * SSC from Board of Secondary Education, Hyderabad.
- * Intermediate from Board of intermediate Education, Hyderabad.
- * B.com from Y V University.

Computer Technical Skills:

Operating system : Windows 98/2000/XP/Windows 7,Software Installations.

Packages :Ms-Office,DTP,Photo-shop,Hardware-Basics,Internet Concepts.

Working Experience:

Worked as a Van sales man, merchandising in SHAHI BABA Traders from 2008 to 2012 in india.

Sales, merchandising & store sales INCHARGE in ADNOC DISTRIBUTIONS since 2013 to untill in UAE.

Job Responsibility:

- 1 Attending incoming and out going calls
- 2 Providing excellent customer service following seven step as a company rule
- 3 Receiving cash from customer and giving correct balance back to them
- 4 Merchandising the product according to company's FIFO method
- 5 Arranging back store and inventory control.

Training:

- * Customer service and Guest approaching training by ADNOC.
- * Verifone cash register training by ADNOC.
- * Basic Fire Fighting training by ADNOC.
- * Following a Seven steps training by ADNOC.

Personal Profile:

Name : **SHAIK JEELAN BASHA**
Father's Name : S. Abdul Wahab
Date of Birth : 11-05-1993
Marital Status : Married
Nationality & Religion: Indian-Islam-Muslim
Languages Known : English, Arabic,Hindi,Urdu & Telugu

Passport Details:

Passport No. : V7767253
Date of Issue : 09/08/2021
Date of Expiry : 08/08/2031
Place of Issue : ABU DHABI
Visa Status : Residence (Employment Visa).
Driving Licence : **UAE (Manual Driving Licence).**

Additional Info

I am an easy going individual who enjoys life and has a thirst for new experiences,
However when called upon I operate in a very efficient and organized manner.

Personal Info

My personal qualities include being polite, easy to get on with and a good sense of humor
Whilst maintaining a committed and organized approach

- * Receiving delivery ,Updating the expiry and out of stock products
- * Analyzing monthly profit and sales report
- * Ensuring staff adhere to company rules ,regulation and report if necessary
- * Provide a gentle, profile & friendly standard of customer service to the customers
- * Supervising in merchandising and pricing of the product
- * Promoting the ongoing promotion of the service station.

Declaration:

I do hereby declare that all the above given information are true to the best of my knowledge and belief.

Place: AL AIN - UAE.

Yours Faithfully,

Shaik.jeelan basha.