

CURRICULUM VITAE

MUHAMMED SHAKKIR

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Objectives

To effectively utilize my administrative & creative abilities towards achieving company's Objectives. I am fast learner, dedicated & highly motivated to accept challenges & pursue perfection in my work. I wish to use these to contribute to the growth & success of the organization, which in turn would lead to continued encouragement of my professional growth

JOB PROFILE:

Individual responsibilities as a Retail Sales Associate may include demonstrating outstanding customer service and selling skills, keeping the selling floor stocked with merchandise, assisting in display of merchandise or organizing the selling floor and stock areas

CAREER HISTORY

- Job Title : Sales – 2016-2018
Company: Lulu hypermarket LLC. UAE
- Job Title: Storekeeper - Feb 2018 to Apr 2020
Company: Emirates Hospitality centre under saif al khaili Group. UAE
- Job Title : Accountant cum Admin – 2014 - 2015
Company: Ritzy Restaurant, Kerala, India

RESPONSIBILITIES:

- Greet customers and ascertain what each customer wants or needs
- Clean shelves, counters, and tables
- Exchange merchandise for customers and accept returns
- Help customers try on or fit merchandise
- Inventory stock and requisition new stock
- Arranging items schematically in shelves.
- Checking for the near expiry products.
- Checking for the damaged products.
- Highlighting the promotional items.
- Arranging all SKU's in category as per company planogram.
- Co-ordinate with the sales team and timely visits to the assigned counters and shelves according to the sales schedule.
- Listing all the products as advised by the Supervisor and manager
- Updating market environment, managing the stock and pricing of the products.
- Updating new products knowledge and hence solving customer queries and problems

EDUCATION

- Bachelor of business administration
(Indira Gandhi national open university) 2016, India.
- Higher Secondary (Plus two) -2013, India.
- Data Entry & Console Operation -2013, India.
- Financial Accounting from National Institute of Electronics & Information Technology
(NIELIT) 2014, India.

COMPUTER SKILLS

- Expert Knowledge of Windows, and MS Excel, Word, E-Mail
- Presentations using PowerPoint
- Working experience in the following prominent accounting software's Tally, Peach tree
- Able to use any ERP

SKILLS

- Planning and strategizing
- Persuasiveness
- Adaptability
- Verbal and written communication
- Negotiation skills
- Resilience and tenacity
- Stress tolerance
- goal driven
- Sales
- Material management
- Store planning
- Store operations
- Retail sales
- Warehouse
- Team leader
- Purchase

PERSONAL DETAILS

Date of Birth : 12th May 1995
Nationality : Indian
Marital Status : Single
Passport No. : M6039528
Visa status. : Visit visa

LANGUAGES

English, Hindi, Arabic, Malayalam & Tamil

DRIVING LICENSE

Having valid UAE and Indian light vehicle (Manual) license

DECLARATION

I hereby do declare that all the information given above is true and correct to the best knowledge and belief.

Muhammed Shakkir K.P