



FARISH BASHEER

EXECUTIVE SUMMARY

Looking forward for a responsible and demanding position in a multicultural work environment which requires the service of a professional experienced sales representative and which in turn provides the opportunity for career growth.



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Villa 9, Maysaloon
Sharjah, UAE

SKILL HIGHLIGHTS

- ORGANIZING SKILLS
- ANALYSING & REPORTING
- PRESENTATION SKILLS
- COMMUNICATION SKILLS
- TIME MANAGEMENT SKILLS
- PROBLEM SOLVING SKILLS
- CUSTOMER SERVICE

LANGUAGES

- ENGLISH
- MALAYALAM
- HINDI
- TAMIL
- KANNADA
- BASIC ARABIC

STRENGTHS

- 11 + years of professional work experience
- Flexible & ability to work under pressure
- Responsible - Dedicated – Goal oriented
- Efficient time management and adherence to time

WORK EXPERIENCE

REGAL MARKETING: KERALA, INDIA

SALES EXECUTIVE

MARCH 2020 – JANUARY 2023

- ✓ Purchase and control of stocks.
- ✓ Supervise stocks daily.
- ✓ Inventory records updates & assure stocks availability.
- ✓ Proper execution of order and dispatch it on time.
- ✓ Update and maintain customer information database on regular basis.
- ✓ Present new products and services and enhance existing relationships.
- ✓ Prepare sales invoice
- ✓ Monitoring daily transactions and preparing sales report on a daily basis
- ✓ Establish strong customer relationship by providing accurate and timely information to customers regarding inquiries such as products, pricing, quotes and issues/concerns.
- ✓ Follow up for payment.

JUMANA MALABAR RESTAURANT: ABU DHABI, UAE

RESTAURANT MANAGER

FEB 2018 – DEC 2019

- ✓ Recruiting, training and supervising staff.
- ✓ Agreeing and managing budgets.
- ✓ Creating staffing rotas.
- ✓ Planning menus.
- ✓ Ensuring compliance with licensing, hygiene and health and safety legislation.
- ✓ Promoting and marketing the business.
- ✓ Overseeing stock levels and ordering supplies.
- ✓ Handling customer enquiries and complaints.
- ✓ Taking reservations.
- ✓ Greeting and advising customers.

DIGITAL SKILLS

- MS WORD
- MS EXCEL
- EMAIL

INTERESTS



SPORTS



COOKING



TRAVELLING

OTHER DETAILS

- UAE DRIVING LICENCE
- VISA STATUS – RESIDENCE
VALID TILL 05-04-2025
- PASSPORT NO – L7247297
- NATIONALITY : INDIAN
- DOB - 18/03/1986
- GENDER : MALE
- MARITAL STATUS : MARRIED

SEMINAR & TRAINING

- Excellent Customer Care
- Anti-Money Laundering
- Western Union training and promotional program participation

Al Ghurair Exchange: DUBAI, UAE

FOREX WHOLESAL ASST.

FEB 2013 – DEC 2017

- ✓ Responsible for cash and customer transactions.
- ✓ Perform sales and purchase of foreign currency.
- ✓ Buy and Sell of foreign currency to other exchange houses thus ensuring the authenticity of the notes specially US Dollars, Euro and Pound Sterling.
- ✓ Count, Verify and prepare incoming and outgoing cash and cheque shipment.
- ✓ In Charge of corporate transactions such as transfer of large amount of funds from between companies.
- ✓ Proved information and assistance to walk in customer in regards to the company products and services as well as filling up the proper form for the transactions.

Redha Al Ansari Exchange: DUBAI, UAE

OPERATION EXECUTIVE

FEB 2010 – JAN 2013

- ✓ Accepted cash from customers and generated receipts
- ✓ Responsible for all financial duties such as buying and selling of all major currencies.
- ✓ Wholesale currency dealing with major Exchange House in UAE.
- ✓ Monitor and control the FX margin for all the currencies across the branch.
- ✓ Cross check the daily closing balance of cash and investigate if any discrepancies.
- ✓ Promoted Instant Money Transfer Services and other third-party products through customer education and cross-sell references, generated cash summary report and submitted to Branch Manager.

EDUCATION

- Board of Higher Secondary Education of Kerala 2003