



NishamudheenUbais

AbuDhabi – U.A.E.

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Objective: -

To serve a growing organization to the best of my ability sincerely, honestly with hard labor and where I am the role player for the overall growth of the concern and give respect to my senior. I am ever keen to acquire some new technologies and climb the corporate ladder by honest and hard work.

Professional Experience: -

Arcaid Equipment LLC: -AbuDhabi, UAE. Driver cum Salesman(2014 to Present)

Mecstar Equipment LLC:– Dubai, UAE. Store keeper (2007 to 2014)

Responsibilities: -

- Responsible for upkeep of various appropriate records of material order.
- Contacting prospective customers and discussing their requirements.
- Issued supplies as per the demand of the clients and maintained records of the payment.
- Collect money from customers, make change, and record transactions on customer receipts.
- Maintained budget of all expenditure incurred and presented same to managers.
- Giving advice and guidance on product selection to customers.
- Monitoring the functioning of Customers orders and reported to the manager.
- Inform regular customers of new products or services and price changes.
- Researching the various companies and their requirements.
- Developing relationships with exciting customers in person and via telephone calls and emails.
- Responsible dealing with customer complaints.
- Responsible for handling and training of the team of subordinates.
- Prepares Daily In and out stock reports, Monthly Stock Reports.
- Checking the quantities of manpower and their efficiency.
- Review physical inventories periodically, Maintain stock and consumption records.
- Listening to customer requirements and presenting appropriately to make a sale.
- Make clear notes on the receipt of the items against each invoice.
- Maintain optimal stock levels and follow up with management decisions.
- Promote inventory related awareness programs accuracy checks.
- Liaising with suppliers to check the progress of existing orders.
- Checking the quantities of goods on display and in stock.
- Systematically arranging the goods in warehouse.
- Pricing the Products and checking expiry date of the product.
- Maintain stock for supporting customers.

Academic Chronicle: -

- *Plus, Two, Higher Secondary Education Board of Kerala.*
- *S.S.L.C, Govt. SNGHS School, Thrissur, Kerala, India.*

Personal Strength: -

- *Safety driving.*
- *Obey UAE traffic law.*
- *Vehicle safety checking*
- *Fuel economy driving.*
- *Route planning.*

Computer Literacy

- *QuickBooks.*
- *Microsoft Office Suite.*
- *Desktop Publishing.*

Personal Background: -

- *Father's Name : Ubais.*
- *Age : 33 years.*
- *Date of Birth : 07/01/1989.*
- *Place of Birth : Thrissur, Kerala, India.*
- *Gender : Male.*
- *Religion : Islam, Muslim.*
- *Civil Status : Married.*
- *Citizenship : Indian.*
- *Driving License : Valid U.A.E Driving License & Forklift Heavy license.*
- *Languages : Malayalam, English, Hindi, Tamil.*
- *Passport No : P 1667713.*
- *Visa Status : Employment. (Immediate Available).*

Declaration: -

I hereby declare that the above furnished information is true to best of my knowledge and belief.

AbuDhabi

Nishamudheen
055-8296887.