



MOHAMED GUTHUB

Counter Sales Representative

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Dubai – UAE

Summary

Motivational leader and organizational problem solver with advanced supervisory, team building and customer service skills, Experience stepping into roles and quickly making positive changes to drive company success. Focused on using training, monitoring and morale building techniques to maximize employee engagement and performance.

Skills

- Business Core Strength
- Shipping and Receiving
- Reporting Skills
- Inventory Control
- Flexibility
- Responsibility (eg.: Reliable, Self-Disciplined)
- Organizational Skills
- Customer Service
- Document control
- Computer Skills (Especially MS Office)
- Team work (Cooperative and Supportive)
- SAP Business one

Experience

Baniyas Building Material Company LLC Dubai, Ras Al Khaimah, Ras Al Khor, Warehouse UAE JUL 2012 – JUL 2017	
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Store Keeper – 5 Years

- Oversaw personnel recruitment, performance and scheduling
- Automated office operations, managed client correspondence and tracked records
- Completed through opening, closing and shift change functions to maintain operational standards each day
- Rotated goods in inventory by following “first in, first out” approach to keep shelves organized and well stocked
- Reordered stock to replenish inventory without interruption to production
- Examined incoming shipments to verify quantity and quality, returning unacceptable shipments to suppliers for refund or replacement
- Provided subject matter expertise on inventory levels and processes to internal and external customers to meet diverse requirements and smooth processes
- Maintain accurate, current order and shipment forms, inventory documentation and customer records
- Prepared inventory for shipment by attachment tags and labels, preparing shipment documents and securing products on pallets
- Received orders via phone, mail, fax and internet daily
- Verified received goods by comparing with purchase orders

Baniyas Building Material Company LLC

Dubai, Ras Al Khaimah, Ras Al Khor, Warehouse UAE

JUL 2017 – JUL 2022

**Counter Sales Representative – 5 Years**

- Processed order transactions, including debit and cash operations
- Delivered updated and accurate information in response to guest inquiries
- Reviewed daily sales transactions and analyzed for errors
- Implemented business building and relationship building expectations with uniquely assigned accounts and customers
- Actively updated account plans based on changing markets, customer conditions and competitor activity
- Applied supply management department cost information to adjust prices via financial schedules
- Leverage industry trends in customer industries and marketplaces to shape value added solutions and approaches for key audiences
- Greeting customer and taking orders processing payments, assisting customers with queries and providing solutions quickly
- Possessing excellent product knowledge to inform and increase sales
- Following upon orders to prevent delay and frustration, updating the product inventory
- Report material condition and maintenance issues for follow up action by management

Education

- **Bsc. Information Technology** - 2010
Tranquebar Bishop Manickam Lutheran Arts and Science College
Bharathidasan University, Trichy, Tamilnadu, India
- **Higher Secondary** - 2007
Ghouthiya Higher Secondary School
Nagapattinam, Tamilnadu, India

Personal Information

- Date Of Birth : 22/11/1987
- Nationality : Indian
- Languages : English, Hindi & Tamil
- Religion : Muslim
- Marital Status : Married
- Visa Status : Cancelled Visa valid upto 14th Sep 2022
- Passport no. : V2052989

Declaration

I hereby declare that all above mentioned information is in accordance with fact or truth upto my knowledge and I bear the responsibilities for the correctness of the above mentioned particular.

Your's Faithfully,

(Mohamed Guthub)