

# CURRICULUM VITAE

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**Name** : Jasmir Mohammed Abdul  
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**Position applying** : Customer service/ Sales/cashier/  
Data Entry Operator



## OBJECTIVE

Responsible for working with the customers, producing sales, follow up, and are often responsible for gathering information, problem solving, analyzing data, interacting with computers. In many cases, also identifies opportunities and negotiates pricing. Looking for a platform where I can showcase my talent.

## Career Summary

Motivated sales professional with years experience and proven track record on variety of different types of products. Reliable and adapt at learning new products information. Collaborate in term environment, can work under pressure and always attend my tasked or goal set.

## HIGHLIGHTS

- Sales professional for several industries
- Exceptional corporate presentation skills
- Ability to meet all corporate goals and deadlines
- Very fast learner who is also adaptable
- Excellent computer productivity software skills
- Dedicated employee who works long hours when necessary

## **Work Experience**

**Resco Egypt Insulation Panel Company, Saudi Arabia**

**POSITION HELD: Document controller**

**RESPONSIBILITY:**

- Received, issued, log update and keeping all project related documentations
- Provide the ability to control the documentation flow, filling archiving and documents handover activates for the project sites, both for the head office and project sites throughout all phases (procurements, engineering and constructions) of the projects.
- Provide a review of all final documentations being generated in hard copy and electronic versions by projects sub-contractors and supplies in order to ensure that all contractual requirements will be met.

**Hesco Industrial Co. Ltd, in Saudi Arabia**

**POSITION HELD: Secretary Production cum Operation Department**

**RESPONSIBILITY:**

- Take minutes of meeting in weekly and monthly.
- Meeting.
- Control of soft and hard copy of documents for generations through an amendment to eventual archiving.
- Perform other administrative function.
- Responsible for arranging and filing all projects documents.
- Responsible for checking employee's attendance and leaves.
- Using of FTP electronic server and Microsoft outlook application for sharing documents related to the project.

**Company: Rajadhani Diamonds (India)**

**Position: CASHIER**

**RESPONSIBILITY:**

- Welcome customers with a smile
- Providing pertinent information related to the properties in the shop.
- Handling cash.
- Receiving delivery, counting and posting on the system.
- Giving training and preparing daily sales reports to the area manager.
- Audit the company inventory record to resolve any discrepancies if any.
- Prepare action plans to attain greater sales.

**POSITION HELD: CUSTOMER SERVICE****RESPONSIBILITY**

- Connecting with each and every customer
- Directs customers on how to shop on the floor by tell them about promotions
- Advises customers by providing information on different type of products.
- Helps customer make selections by inspiring them.
- Documents sale by creating or updating customer profile records.
- Processes payments by totaling purchases; processing checks, cash, and store or other credit cards.
- Keeps clientele informed by notifying them of upcoming promotions.
- Contributes to team effort by accomplishing related results as needed.

**GOLDEN RANGE ELECTRONIC ABU DHABI****POSITION HELD: SALES****RESPONSIBILITY:**

- Greetings customers, responding to questions, improving engagement with merchandise and providing outstanding customer's services.
- Providing pertinent information related to the properties in the shop to ensure customers satisfaction
- Cross-selling and up-selling products to increase purchase amounts
- Taking incoming calls from customers for orders and account management for monthly stock checking.
- Achieving establishing goals.
- Ensure that barcodes and tag price on items.
- Thank customers and ask them to come again.

**Souq.com Dubai****POSITION HELD: Supply chain****RESPONSIBILITY:**

- Review and file vendor contracts.
- Check delivered loads for accurate inventory.
- Process customer orders.
- Collaborate with warehouse staff to ensure orders are fulfilled properly.
- Contact with vendor by email.

**Amazon.ae, Dubai****POSITION HELD: ISS Problem solver****RESPONSIBILITY:**

- Resolving ISS tickets and creating logs for products that need to be donated or destroyed.
- Lead a group of 24 receivers, making sure they receive products correctly, and provide all necessary support in order that receivers can receive smoothly.
- Submit tickets to ISS.
- Perform deep research using all problem solve research tool for scenarios like overages, Not in PO, No PO, Barcode not linked issue, Matching right ASIN with the right product etc.
- Research and follow the hazmat process.
- Duty tote research.
- Knowledge in using buying portal.
- Submit IAT's to let vendors know why they are being changes for a specific prep performed.
- Submit large adjustment forms to managers when receivers make large errors and submit RAF's for such errors to receivers.

**Amazon.ae, Dubai****POSITION HELD: ICQA****RESPONSIBILITY:**

- Perform audits like simple bin counts, cycle counts, pallet audits century audits, transship audits & damages.
- Problems receive audits to make sure products were received and stows correctly.
- Problems solve different area in ICQA.
- Backup process assistant for ICQA.

**Pure health, Dubai****POSITION HELD: Data Entry Operator cum Supervisor****RESPONSIBILITY:**

- Registration of patients details presenting at Covid-19 screening area.
- Provide daily reviews on all data entry coordinators.
- Responsible for providing Pure Health information updates to staff.
- Monitor staff performance and follow up on area deficiency.
- Physical counts of swab collected from patients and transfer to assigned labs.

## Skills

- MS office
- Organization
- Work in team
- Flexibility
- Commitment
- Quick learner
- Customer relations
- Flexible thinker
- Database management software
- Results-oriented
- Community relations

## Education Qualification

- Higher Secondary Education
- Diploma in Computer Application
- Diploma in Indian Foreign Accounting

## Personal Details

- Gender : Male
- Date of Birth : 06/12/1988
- Citizenship : Indian
- Marital Status : Married
- Visa Status : Residence Visa
- Passport No. : P150324
- Passport Exp. Date : 03/08/2026
- Languages Known : English, Hindi, Arabic & Malayalam

## Hobbies

Reading, drawing, traveling, sports

## Declaration

I hereby declare that the above mentioned information is true and correct to the best of my knowledge and believe.