

MOHAMMED SHAVEZ



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Communication Address:

Present :

LOOTAH BUILDING
FLAT NO 204
DIERA, NAIF
DUBAI, UAE

Permanent :

Dilshad Manzil, P.O Uppala
MANGALPADY, KASARAGODE (Dist.)
KERALA, INDIA-671322

Personal Data:

Holding Valid UAE license.

Date of Birth: 11TH SEPTEMBER 1992
Sex: Male
Nationality: Indian
Marital Status: SINGLE
Passport No: L483599
Visa Status: Employment.

Objective

5 years of extensive range of experience in supply chain and customer service in various organizations.

Strength

- Strong logical and analytical skills.
- Detail-oriented and striven for perfection.
- Outstanding written and verbal skills.
- Capability to work in a group environment.
- Ability to work in a fast-paced environment.
- Extensive background in information technology.

Work Experience

Sales Executive.

YMCC General Trading Dubai UAE (December 2019 to Present).

Duties and Responsibilities handled:

- Analyses sales figures, customer's reactions and market trends to anticipate product needs and plan product ranges/stocks.
- Communicating with customers through various channels.
- Performing clerical duties involving E-Accounting with responsibility.
- Merchandising the products and checking the stock and reordering the stocks.
- Handling to inventory and invoicing procedures, Issuing delivery orders to clients.
- Over all functioning of the company outlets.

Sales Merchandiser.

Al Seer Trading Agencies, Dubai UAE (March 2018-July 2019).

Duties and Responsibilities handled

- Plan and develop merchandising strategies that balance customers' expectations and company's objectives.
- Analyses sales figures, customer's reactions and market trends to anticipate product needs and plan product ranges/stocks.
- Maximize customer interest and sales levels by displaying products appropriately.
- Produce layout plans for stores and maintain store shelves and inventory.

Computer Literacy



Excellent



Excellent



Good



Proficient



Good

Languages Known

English **Speak, Read & Write**

Hindi **Speak, Read & Write**

Kannada **Speak, Read & Write**

Malayalam **Speak.**

INTERESTS

Playing Cricket, Football, Batminton,
Watching movies and chatting with
friends.

Achievements

Implemented new ideas in current
organization and previous organization
to improve the warehouse operations
cost effectively.

- Remain up to date with industry's best practices.
- Taking inventory, removing expired/damaged products, replacing products.
- Address customer complaints or issues / maintain high customer service levels.
- Monitor stock movement and consider markdowns, promotions, price changes, clear outs etc.

Customer Service Assistant.

ADNOC, Ajman, UAE (December 2015 to February 2018)

- Maintaining a positive, empathetic and professional attitude toward customers at all times.
- Responding promptly to customer inquiries.
- Acknowledging and resolving customer complaints.
- Communicating with customers through various channels.
- Making decisions quickly to make the customers valued.
- Issuing company E-cards to the customer and updating details to the head office.
- Performing clerical duties involving E-Accounting with responsibility.
- Handling to inventory and invoicing procedures.

Educational Qualification

- Bachelor's Degree (B.B.M)
(St. Aloysius College Mangalore).
- Diploma in E-business Management.
(Manipal Institute of computer education, Mangalore)

Skills

- Commanding skills.
- Leader Ship Skill.
- Co-ordination skills.
- Skills of implementing new ideas for enhancing business and streamline work flow.

Mohammed Shavez.