

Sayeed Uddin Mohammed



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PROFESSIONAL SUMMARY

An ambitious, a creative and highly motivated individual, who has a passion for the retail sales & supply chain industry and an uncompromising commitment to quality and outstanding customer service. Having a proven track record of maximizing retail sales by providing an enjoyable shopping experience for customers, and comprehensive management, planning and support to all retail staff. Able to create a unique experience for customers by giving them easy access and guidance to all store department from beginning to end.

In service for a new and challenging role which will make the best use of my existing skills and experience and also further my personal and professional development.

CAREER PROFILE

- Extremely inspired and committed a person with proven analyzing and analytical skills.
- Expert in keeping and developing customer relationship.
- Good communication skills.
- Work effectively with a diverse group of people.

WORK EXPERIENCE

NOC Coordinator

Gulf Petro Chemical Services LLC Trdg

UAE – DUBAI

Duration: Mar-2020 till Present

Duties

- Clearing the entire related document's DEWA, RTA & Private Property DSO, DIP, JAFZA TRAKEES & TEECOM and resolve problems and issue's for clearing the retention amount.
- Liaise with Project Management & team, Client and Sub-Contractors effectively and resolve problems and issues relating to NOC documentation.
- Receive and distribute project documents and drawings based on the Document Distribution Matrix to the right department and right person (action parties) as per agreed procedure after Project Manager's Review.
- Input document data into the standard registers ensuring that the information is accurate and up to date.
- Daily and Weekly status update to project manager and project coordinator for further Risks, Issues and Mitigation
- Maintain updated records of all approved documents and drawings and their distribution clearly.

Store Manager
DUKAN RETAILING
(KSA) ALDABBAGH GROUP

Duration: Dec-15-2013 to Jan-31-2019

Duties

- Focusing on growing the business and maximizing in-store profitability of the store to achieve growth.
- Monitoring and review staff and store performance on a regular basis.
- Driving sales through maximizing team performance.
- Organizing, preparing and arranging promotional materials and displays.
- Maximizing sales through effective merchandising.
- Forging long term and positive relationships with new and existing customers
- Implementing and controlling store procedures.
- Establishing, managing and regularly reviewing the store grading systems to ensure optimum stock levels.
- Overseeing stock control and receiving orders.
- Assisting customers and addressing their concerns
- Handling all merchandising, inventory control, ordering, cash control, and maintenance.
- Analyzing sales figures and forecasting future sales volumes to maximize profits
- Using IT databases to record sales figures, for data analysis and forward planning.

Special Achievements:

- Ran several successful promotions which lead to an increase in sales by 30% to 45%

ADDITIONAL WORK EXPERIENCE

Operations & E-Store In-Charge
Kalimah Brand
Jeddah - KSA

Duration: Jan-10-2011 to Nov-30-2013

Duties

- Creating, managing and analyzing performance data and other information.
- Ensuring that capacity and capability are continually planned.
- Encouraging, identifying and developing a best practice strategy.
- Ensuring compliance with all Environmental Health & Safety goals & Objectives.
- Producing Operations manuals which define how the business is to be run.
- Working closely with the Marketing Manager, Financial Manager, Production Manager & Sales Manager.
- Taking part in the launch of a new product.
- Taking part sales training programs to increase performance.
- Handling client objections or dissatisfaction successfully.

Logistics Coordinator
Jeraisy Computer & Communication (KSA)

Duration: April-01-2009 to Dec-25-2010

Duties

- Maintained the inventory stage at the warehouse for 1-month necessity at each specified time.

- Ensured that the enough inventory existing in a warehouse that is issued the order for next section.
- Accomplished all Material needs of the Field Engineers placed in International Airports and Domestic Airports.
- Managed each kind of IT Equipment (ATP, BTP, LSR & SWITCHES etc.)
- Monitored Store tasks & Check of statements before distribution.
- Other duties as assigned

KEY SKILLS AND COMPETENCIES

- Proven ability to lead, motivate and build successful teams.
- Understand all legal, regulatory, information security and compliance requirements.
- Achieving targets in a dynamic and complex business environment.
- Team leading & people development skills.
- Able to manage and develop a diverse group of highly skilled people
- A pragmatic approach to getting the required results.
- Ability to manage operations within budgetary constraints.
- Building and maintaining strong and effective relationships with suppliers and customers.
- Other duties as assigned.

EDUCATION

Master in Business Administration (2006 - 2008)

Human Resources and Marketing
Jahnavi College-Hyd-India

Website: www.smude.edu.in

Bachelor in Business Administration (2002-2005)

Madurai Kamraj University-Hyd-India

Website: www.mku.dde.org

TECHNICAL SKILLS

- Oracle **DBA** 10g from ORBIT IT CONSULTING 2010 Hyd-India
- Desktop Support (**Hardware & Networking** 2000-2001) from F12 Systems Computers Ltd. Hyd- India.
- Proficient in MS-Office (Word, Excel, Outlook, PowerPoint).
- Operating Systems: Windows9x, Windows 2000, Windows Millennium, Windows XP, Windows Vista, Windows 7, Windows 8 & Linux.
- Troubleshooting.

PERSONAL DATA

Father's Name	:	Late.Arif Saleem
Date of Birth	:	02 Jul 1984
Gender	:	Male
Marital Status	:	Single
Languages Known	:	English, Hindi,Urdu & Arabic (beginner)