



AMINE KHEYAR

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☎ 0526839656

📍 Lozan building
Appartement 106
El mashreq
Dubai

🇧🇦 Language

Arabic : native speaker / different
tongues Lebanon, Egyptian,
Saudian etc

English : advanced

French : upper intermediate

👤 Personal Details

Date of Birth : 27/10/1995

Marital Status : Single

Nationality : Algerian

🎯 Objective

An enthusiastic individual with excellent multi-tasking and customer service skills. Interested in obtaining a challenging position with a growing company that will promote professional growth

📁 Experience

NUTRIPHARM LLC -LIFE HEALTHCARE GROUP

August

Back office assistant / sales associate / cashier

2021 - To

- Checking the transfer orders and receive it in the *present*
system.

- Preparing the purchase orders.

- Taking stock relocations from other stores.

- Attending costumer and providing a good costumer service.

- Taking payments and handling other transactions as
redeeming vouchers, return transactions etc.. .

- Explaining the different products and goods that the company
promote.

- Engaging in a variety activities as , preparing the deliveries,
sampling, merchandising, etc .

- Sending a daily reports about the card sales.

- Engaging in a team work to reach the daily targets.

- Explaining the different offers that's running for the
costumers.

Sofia Turkish clothing LLC

Julil 2019 -

Sales associate

Mar 2021

- Welcome and address customers in a
professional manner.

- Give product suggestions to customers when needed.

- Follow merchandising standards and assist in
merchandising tasks when needed.

- Collaborate with sales team to offer quality customer
services.

- Assist customers in product selections based on their
needs.

- Manage a high volume of costumers in courteous and
friendly way.

- **Kays supermarket LLC** *Jun 2017 -
May 2019*
Sales assistant / cashier
 - Provide quick and friendly services to customers.
 - Handle a cash register to manage cash receivables and payables.
 - Stay updated about new products and ongoing sales so as to educate customers on available products and product choices.
 - Manage high volume of customers in courteous and professional manner.
 - Develop positive working relationship with all coworkers.
 - Consult immediate supervisor for any issues, queries and decisions.
- **Tachfine Spices LLC** *Jan 2016 -
Apr 2017*
Storekeeper
 - Take delivery of all incoming materials and reconcile with purchase orders.
 - Track, document, and resolve any discrepancies on received orders.
 - Ensure accuracy of the facility's inventory system by updating records of physical inventory totals, receipts, adjustments, and returns.
 - Keep up-to-date records of receipts, records, and withdrawals from the stockroom.
 - Manage inventory/supplies and ensure they are within the established minimum and maximum levels.
 - Manage supplier relations and database as well as maintain high ethical relationships both internally and externally.

🎓 Education

- **Nest academy of management education Dubai** *2021 to
present*
Bachelor in business management
- **University of science and technology Houari Boumediene** *2014 - 2016*
science of technology
- **Birtouta high school** *2014*
Baccalaureate diploma
12.7/20

+ Additional Information

- MS Excel : level 3
- MS word : Level 3
- IdPos software : level 3
- Training in the QHSE and HACCP for hospitality
- the ability to distinguish the difference in the consumerism culture for different societies.

