



Mohammed Arshad Shaikh.

**Location:** Dubai, Al Nahada, Zip code; 9999.

**Mob:** +971528529095; **Email:** arshadshaikh\_19@yahoo.co.in  
shaikh.arshad609@gmail.com

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### **Educational Qualifications**

- **PGDBM in Marketing, Rizvi Academy of Management Studies** Mumbai, 64% (2009-11)
- **B.COM, Chetana college,** Mumbai, 50% (2009)

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### **Work Experience**

**Designation** – Senior Sales Representative (IT Department)

**19<sup>th</sup> April 2015 to Till Date**

**Organization Name:** Jumbo Electronics, UAE

#### **Profile:**

- Greet and initiate conversation with guest and understand guest needs, Possess good product knowledge and selling skills, Assist guests on their enquiries and helping them by going the extra mile.
- Ensure that the store housekeeping, stock replenishment and merchandise display are carried out as a daily routine.
- Ensure that section is achieving the sales targets and gross margin as budgeted. Produce quantitative and qualitative sales report. Ensure that sales are supported by good customer service and efficient use of the customer database.
- Ensure new products are available and aligned with the marketing calendar and as per the brands' guidelines.
- Maintaining weekly inventory and hold accountable for inventory results. Monitor merchandizing in section as per the guidelines.
- Organize staff meetings to review sales achievements, marketing activities, training Ensure delivering the best level of customer service by being frequently present in shop floor with the team. Manage, engage and guide the team reporting to him/her. Set the objectives and budgets for own team members and ensure their accomplishment.
- Managing a team of 5 brand ambassadors and co-ordinating regular sales with stock management.
- Coordinating activities at the back office, managing stocks, and coordinating activities related to sales as team effort.

**Designation** – Sales Representative

**12<sup>th</sup> September 2012 to 31st January 2015**

**Organization Name:** Essa Saleh Al Group (Better Life UAE)

**Profile:**

- Greet and initiate conversation with guest and understand guest needs, Possess good product knowledge and selling skills, Assist guests on their enquiries and helping them by going the extra mile.
- Ensure that the store housekeeping, stock replenishment and merchandise display are carried out as a daily routine.
- Monitor store inventory movement & inform Section Manager if there are irregularities in stock movement.
- Ensures that Environmental, Health and Safety requirements are adhered.
- Selling all kind of major appliances and built-in products in stores like Carrefour & Plugins.

**Designation** - Senior Sales Executive

**2<sup>nd</sup> February 2011 to 24<sup>th</sup> may 2012**

**Organization Name:** India mart Intermesh LTD

**Profile:**

- Call & set-up appointments on daily basis.
- Meet pre-defined set of prospective Clients on daily basis.
- Achievement of weekly sales targets.
- Ensure strict adherence of sales process and internal procedures.
- Deal with Signing Authority/CEO of SME and Corporate Clients.

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**Computer Proficiency**

- ❖ Microsoft Office
- ❖ Internet Application

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**(UAE) Driving License No: 2153852**

Date of Issue : 20/08/2015  
Date of Expiry : 20/08/2025

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**Personal Information**

Name : Mohammed Arshad Shaikh  
Date of Birth : 19-09-1986  
Sex : Male.  
Nationality : Indian  
Marital Status : Married  
Languages known : English, Hindi, Marathi

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**Passport No: M7533146**

Date of Issue : 25/03/2015  
Date of Expiry : 24/03/2025

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**Authentication**

I hereby solemnly declare that all the information given above is true and correct to the best of my knowledge and belief.

Place: Dubai.

Date:

(MOHAMMED ARSHAD SHAIKH)