

## RESUME

**FAYAZ ABDUL HAMEED**

**Dubai, UAE**

**+971561051175**

**[mohammedfayaz790@gmail.com](mailto:mohammedfayaz790@gmail.com)**



Sex **Male** | Date of Birth **14 August 1998** | Nationality **Indian** | Marital Statues **Single** | Visa Type **Visit Visa**

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**Area of Expertise: Administration/ Front Desk Executive/Indoor Sales Man cum Store In charge/Customer Service Executive.**

### **CAREER OBJECTIVE:**

Seeking a responsible position in a prestigious organization enabling me to utilize my talent and experience, with a willingness to develop new skills & grow with the company.

### **PERSONNEL PROFILE:**

Energetic, ambitious and self-motivated. I take the initiative to shoulder responsibilities and always welcome challenges. Confident of my role in the growth of the organization and eager to appraise upon new situations. Require minimum of training on any new assignments. I consider myself as being presentable and well -spoken and get along well with people at all level.

### **WORKING EXPERIENCE & JOB PROFILE:**

1. From March 2016 to April 2019 worked as Sales Executive in IN and OUT FASHION Udupi, Mangalore. (India).

#### **Job Responsibilities**

- Keeping up with products and service information and updates.
- Explaining and demonstrating features of products and service.
- Help customers find items in the store.
- Check for stock at other branches or order requested stock for customers.
- Answering the direct phone calls to relevant staff.
- Preparing and letters, reports, memos, and Emails.
- Coordinating the sales team by managing schedules, filling important document and communicating relevant information.
- Ensuring the adequacy of sales related equipment or material.
- Ordering and taking stock of office supplies.
- Responding to complaints from customers and give after sales support when required.

2. From May 2019 to November 2019 worked as **SALES EXECUTIVE** in **UNIX COMPUTERS BRAHMAVAR UDUPI** (8 months)

#### **Key Roles and Responsibilities**

- To work for an organization to promote customer care.
- To give appropriate and relevant information the customers
- Develops specific plans to ensure revenue growth in all company's products.
- Coordinates proper company resources to ensure efficient and stable sales results.
- Formulates all sales policies, practices and procedures.

### **ACADEMIC QUALIFICATION:**

- SSLC From SMS High School Brahmavar. CBSC Board in 2013-14.
- Pre-University course SMS PU College Brahmavar. CBSC Board in 2015-16.

### **COMPUTER QUALIFICATION:**

- Microsoft word,

### **JOB EXPECTATION:**

- Sales Supervisor/ Sales Executive/ Sales Man

### **THEORETICAL KNOWLEDGE:**

- Greeting customers who enter the shop.
- Be involved in stock control and management.
- Assisting shoppers to find the goods and products they are looking for.
- Being responsible for processing cash and card payments. Stocking shelves with merchandise.
- Ensure promotions are accurate and merchandised to the company's standards.
- Ensure standards for quality, customer service and health and safety are met.
- A good sales supervisor is usually involved in empowering and motivating his/her team. They reared several ways they can do this.
- Giving advice and guidance on product selection to customers. Balancing cash registers with receipts.
- Dealing with customer refunds.
- Working with in established guidelines , particularly with brands.
- Responsible for security within the store and being on the lookout for shoplifters and fraudulent credit card set

### **ABILITIES**

- Accept challenges.
- Positive attitude.
- Leadership Quality.
- Good Observer and fast learning.

### **PERSONAL INFORMATION:**

**Name** : FAYAZ ABDUL HAMEED  
**Father's name** : Abdul Hameed  
**Mother's name** : Jameela  
**Date of birth** : 14/08/1998  
**Place of birth** : Udupi  
**Gender** : Male  
**Marital status** : Single  
**Nationality** : Indian  
**Languages** : English, Hindi, Urdu and Kannada.  
**Hobbies** : Listening music, Reading Newspaper, Playing Cricket  
**Passport No** : R6996026

**DECLARATION:**

Here by I declare that the above-mentioned information is true and correct to the best of my knowledge and belief.

**Place: Udupi**

**Date:**

Yours Faithfully

**(FAYAZ ABDUL HAMEED**