



DEIRA, DUBAI

Visa Status: visit visa

Expires on: 20tMarch

CONTACT:



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E-MAIL:

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SKILLS

- Business development
- Administration
- Negotiation skill
- Customer relationship
- Inventory control
- Multitasking& management
- Import and Export
- Operations & Supply chain
- IT and Numerical Skills
- Analytical skill
- MS Office
- Interpersonal and Communication skill

Languages Known:

English

Hindi

Tamil

Malayalam

MUHAMMED SHAFEEQUE

Kerala, India

OBJECTIVE

To work in an organization, where uses my knowledge and skills for the development of its process growth. Seeking a position to utilize my skills and abilities in the industry that offers professional growth being resourceful, innovative and flexible.

PROFESSIONAL EXPERIENCE

SALES SUPERVISOR (2017-2019)

Family hypermarket, Kerala, India

Duties and responsibilities:

- To study the current market trends for a product and identify improvements
- Resolving customer complaints
- Negotiating prices with potential customers and closing sale
- Maintain the stock room and quality services
- Assisting the inventory management
- Ensure pricing, health and safety policies are correct
- Assist sales representatives and team to meet and exceed goals
- Maintaining proper sales and proper records

OPERATIONS EXECUTIVE (2016-2017)

Atlas Logistics pvt ltd. (AN SBS GROUP OF JAPAN)

Karipur Airport, Kerala, India

Duties and responsibilities:

- Verifying the dispatch documents with all deliveries
- Preparing Invoice and packing list
- Monitoring the shipment status
- Keeping track of every deliveries
- Updating cargo sales reports
- Plan and track the shipment of final products according to customer requirements

PERSONAL DATA

Nationality : Indian
Date of birth : 28/07/1992
Marital
Status : Married
Passport No : L9084304
Expiry date : 06/05/2024

OFFICE ADMINISTRATION

VIVA TOUCH International Electronics trading LLC
Deira, U.A.E (six months on my visit visa)

Duties:

- * Updating paperwork, maintaining documents
- * MS office word processing.
- * Develop and maintain a filing system
- * Order office supplies
- * Creating, recording and entering information into database
- * Assist in preparation of regularly schedule reports

EDUCATIONAL QUALIFICATION

- BACHOLOR OF BUSINESS
ADMINISTRATION - BBA

(Calicut University - 2012-2014)
Specialization in Human Resource Management

- DIPLOMA IN SUPPLY CHAIN AND
LOGISTICS IN SHIPPING MANAGEMENT
(Zabeel International- 2014-2015)
Specialization in Logistics

DECLARATION

I do here by declare that the particulars of information and facts are stated here in above are true, correct and complete to the best of my knowledge and belief.

MUHAMMED SHAFEEQUE