

FAROOQ MOHAMMAD HIKMAT

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Objective.

To be a part of progressive organization to obtain a challenging position to pursue my career in competitive environment where I can further enhance my knowledge and skill.

Professional Experience:

1. OPERATIONS MANAGER (2004- 2020) Anis Star Trading Co LLC. Dubai UAE.

- To ensure proper stocking of materials by using appropriate method of care and preservation to avoid any damage and loss.
- To ensure a smooth issue of materials to the issue department.
- To ensure accurate accounting of the materials receiver and issued.
- To ensure a favorable working atmosphere is maintained for the personnel working in the store.
- To ensure proper safety measures are taken for the safety of the store building, materials in the store and the men working in the store.
- To ensure that the store is always maintained up to date in all respects in a presentable condition.
- To receive the materials ordered by the purchase department and supplied by the vendors in a proper maintains as per the laid down procedure.
- To ensure the correctness in the quality, quantity, specifications, condition of the materials received from vendors.
- Responsible for coordinating with the existing and new customers of the company.
- Facilitating the customers to provide the best and accurate information about the item.
- Taking orders of the product from the dealer.
- Updating to the customers about the change in product price and new product.
- Research sources in order to develop new business connections
- Maintain the effective business customer's relationship.
- Meeting the new target customers and converting them into customers.
- Solving the problem and queries of existing customers.
- Meeting with the customer on regular basis to know the grievances and demands of the customer to reach the solution.
- preparing the MIS reports related to sale, purchase and transportation
- Maintaining day to day banking functions, including bank reconciliation and cash disbursement.
- Managing the petty cash system of the company
- Maintenance of sale and purchase register
- Managing the customers and suppliers ledgers and balances on daily basis
- Responsible for tracking expenditures and reconciling accounts.
- Making the portfolio of potential customers for the purpose of long time customer relationship.
- Coordinate with sale management, HR department and higher level management for taking important decisions.
- Recommends changes in products, service, and policy by evaluating results and competitive developments.
- Resolves customer complaints by investigating problems; developing solutions.
- Supervising the work of office juniors and assigning work for them.

2. **ABU ABDUL WAHAB AUTO PARTS**, Abu Dhabi.
(2003-2004)
3. **AL NAIZAK ELECTRONICS**, Naief Road Dubai,
(2000 -2002)
4. **AL AZIZIA FOOD STUFF TRADING**, Ajman
(2000)
5. **MEHREEN CARPETS**, Dubai.
(1998)

EDUCATION

Bachelor Degree: From University Of The Punjab Lahore (Pakistan)

Computer Skills.

Windows Operating system
Microsoft Office
Internet / Email Applications

Language skills.

English, Urdu, Punjabi, Arabic

Hobbies & Achievements

Playing Hockey,
Regular member of United Emirates Hockey Club Dubai.
General secretary United Emirates Hockey Club, Dubai.
Coordinator of Dubai hockey Federation.

Other Skills:

- Energetic, self-starter who is self motivated and goal oriented
- Articulate and creative, offering innovative and practical solutions in problem situations
- Good communication skills, able to communicate effectively.
- Result-oriented, dynamic with creative thinking.

Personal Information:

Date of birth : 14-04-1963
Country : Pakistan
Sex : Male
Marital status : Married
Driving License : U.A.E Valid Driving License No.3
EID : 784-1963-5798073-7
Visa Status : Resident

References:

Available upon request.