



## **SHAIR MOOSA POKAR**

Sales & Marketing

Dubai, UAE

Mob: **+971 505434526**

Email: **Shairshai231@gmail.com**

### **Professional summary**

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To be an integral part of a professional company where I can apply my knowledge of sales & Marketing Professional skills and experience of more than two years in the INDIA to add value to company's business and achieve the corporate objectives whilst getting a new valued exposure.

### **Professional Experience**

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#### **JUNE 2019 - NOV 2021 APPAREL FASHION (INDIA) SALES CUM CASHIER**

- Promote Sales By Assisting Customers And Offering Suggestions.
- Provide Prompt And Courteous Service To All Customers
- Answers Questions And Advises Customer In Selection Of Materials And Supplies.
- Completes All Pos Entries Using Proper Procedures
- Professionally Presents Service Offerings To Customers
- In Charge Of Returns and Exchange.
- Preparing Reconciliation and Admin Reports.
- Investigating market trends and offering products that would appeal to customers.
- Addressing customers' requests, comments, and complaints.
- Motivating employees to achieve targets.
- Prepared billing documentation and approved vendor invoices
- Analyzed cost and appropriate shipping arrangements and arranged deliveries.
- Cleared customs, invoiced and prepared monthly reporting of operations.
- Cross sell product / Suggest ways to improve sales.
- Handle returns of merchandise
- Team up with co workers to ensure proper customer service / Build productive trust relationship with customers
- Actively seek out customers in the store
- Remain knowledgeable on products offered and discuss available option

## Education

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2016 – 19	<b>Mahatma pre- university college.</b> Bachelor of COMMERCE (BCOM)
2014 – 16	<b>UDAYA HIGHER SECONDARY SCHOOL</b> DIPLOMA IN COMMERCE

## Skills

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- Exceptional customer service skills.
- Ability to stand for long periods.
- Knowledge of point of sale software.
- Excellent verbal and written communication skills.
- The ability to use your initiative.

## Key Achievements & Accomplishments

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- Processed sales, exchanges and refund on a daily basis.
- Followed company guidelines on retail and security procedures
- NSS(National Service Scheme)-Clean City, Society needs & development, Medical Help & Sanitization.

## Personal information

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- Self-motivated personality.
- Good communication and presentation ability.
- Learning skill with continuous improvement.
- Ability to set objectives, work according to priorities and meet deadline.

## Languages

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English, Hindi, Malayalam, Tamil .

## Personal profile

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Date of Birth	:	24/09/1996
Age	:	25 years
Gender	:	Male
Nationality	:	Indian
Marital Status	:	Single
Religion	:	Muslim
Passport No	:	P2645276
Place of issue	:	Kozhikode
Visa status	:	Visit Visa
Date of expires	:	10/03/2022 (Immediately available)

I hereby declare that the above mentioned information is true to my Knowledge and I bear the responsibility for the accuracy of the above mentioned particulars.

**SHAIR MOOSA POKAR**