

# CURRICULUM VITAE

## MOHAMED YOUSUF. R

Dubai, UAE.

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### Objective:

As a trustworthy person seeking career growth and providing quality assurance in work and to achieve a reputed and responsible management position in the corporate sector.

### Essential Skills:

- ✓ Good Leadership skill and Good communication skill.
- ✓ Keeping log details and planning log details in store and sales department.
- ✓ Very confident communication to customers and suppliers.
- ✓ Achieving given target as a motive to improve my career.
- ✓ Maintaining all necessary Documents, Logs and Cash Handling.
- ✓ Vast Experience in Store keeping and maintaining goods details up to date.
- ✓ Maintaining Punctuality on work and also in Cash Handling, Work Documents.
- ✓ Maintaining and cleaning workspace on daily basis as a habit.

### Software Skills:

- ✓ MS Office
- ✓ Windows Operation's
- ✓ Typing skills

### Work Experience:

#### Vision Auto Spare Parts Trading LLC. Sharjah - UAE

Job Title: **Indoor Sales Cum Procurement**

Period : **April 2019 to April 2021**

#### Al Divya Supermarket.Umm Al Quwain

Job Title: **Mechandiser Cum Cashier.**

Period : **June 2015 to March 2019**

## **Job Responsibilities:**

- Maintaining a good relationship with product sellers and buyers.
- Following up Customers and customer related queries.
- Planning all delivery routes and allotting according to customer's urgency.
- Carry out all cheques from pre delivery and post delivery bills.
- Bringing attention of faulty or damaged goods/products to the managers.
- Building up relations with customers through regular deliveries.
- Maintaining Store Details entry and exit on daily basis.
- Keep and track record on goods export and import.

## **Academic Detail:**

- Completed **Bachelor's of Commerce at Annai College Arts & Science, Kumbakonam** (2009- 2012).
- Completed **Higher Secondary School at Govt. Banadurai Hr.Sec.School, Kumbakonam** (2009)
- Completed **Secondary School at Govt. Banadurai Hr.Sec.School, Kumbakonam** (2007)

## **Personal Details:**

**Date of Birth** : 03-12-1991  
**Passport No.** : L2562666  
**VISA type** : Visit Visa (Valid till 20 Aug 2021)  
**Father's Name** : Mr. Raj Mohamed. S  
**Sex** : Male  
**Marital Status** : Married  
**Nationality** : India  
**Languages Known** : English, Arabic, Tamil, Malayalam, Hindi.

## **Declaration:**

I hereby declare that the above information given by me is true to the best of my knowledge & Belief.

**Place: Dubai, UAE**

**MOHAMED YOUSUF . R**