

Abdul rahiman P.P

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Dubai



OBJECTIVE:

5 years of experience as a retail sales supervisor is seeking to obtain career in customer services relations and utilize my professional experience and skills to become a great asset to a fast pace, growing company.

SKILLS:

Retail Sales, Retail Management, IT Management, Typing 80 WPM

EXPERIENCE

Retail Sales Supervisor

Millennium Supermarket Abu Dhabi Jan., 2015 up to July, 2020

- Direct and supervise reporting staff members to engage in sales, Inventory Management, and customer service requirements
- Ensure all company products and services were reflective of customer needs and expectation through consistent monitoring and bench marking of sales activities
- Responsible for counting and recording inventory

Data Entry Clerk

Millennium Supermarket Abu Dhabi Aug., 2007 up to Dec., 2014

- Managing the Inventory related documents Giving instruction handling inventory and overall orders of the store
- Resolving customer issues and complains

Tally Operator

Orphanage Industrial Training Center, Kanhangad, aug., 2005 up to Sep., 2006

- Managing the account related documents
- Keying the account information in to the software
- Maintain record of Financial Transaction

EDUCATIONAL QUALIFICATION

- 'O' level in Computer Application (*DOEACC Society, New Delhi*)
- Computer Operator and Programming Assistant (*NCVT, Govt of India*)
- VHSE-Accountancy And Auditing (Board of Vocational Higher Secondary Education)
- S.S.L.C (Board of Public Examination

Personal Details:

- Nationality : India
- Date of Birth : 20/12/1985
- Gender : Male
- Marital Status : Married
- Religion : Islam
- Visa Status : Visit visa
- Languages : English, Hindi, Arabic, Malayalam