

# RESUME

## HAKEEM BASHEER

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UNITED ARAB EMIRATES

POST APPLIED FOR: SALES EXECUTIVE



### PERSONAL PROFILE

An effective communicator with excellent relationship building & interpersonal skills, able to do multi-task, hardworking and always willing to learn new things.

### CAREER OBJECTIVE

A suitable position with an organization where I can utilize the best of my skills and abilities that fit to my Education, skills and experience a place where an encourager and permitted to be an active participate as well vital contribute on development of the company.

### EDUCATIONAL QUALIFICATION

- ✓ Secondary School Leaving Certificate  
Educational Board Kerala, India
- ✓ Certificate course in Duct Man (Fabrication and Erection)  
Institute of Gulf Fabrication, Moovatupuzha, Kerala, India

### WORK EXPERIENCE

- ❖ **ROZAK PLUS PERFUMES & COSMETICS (PARIS - FRANCE)**  
Designation : Sales Executive  
Duration : 2019 to Present
- ❖ **AL RAYA AL BAYDA TRADING. (AFNAN PERFUMES) - SHARJAH, UAE**  
Designation : Sales Executive  
Duration : 2016 to 2018
- ❖ **STARS OASIS CONT. LLC - SHARJAH, UAE**  
Designation : Sales Executive  
Duration : March 2014 to 2016
- ❖ **AL REYAMI GROUP - DUBAI, UAE**  
Designation : Sales cum Purchasing  
Duration : June 17, 2008 to January 13, 2014

#### Duties & Responsibilities:

- Greet every Customers with a smile. Give them the best attention, priority, service & hospitality.
- To take care of the company's products sales.
- Handling Payments, Invoices, Cheques
- Store Controlling
- Positive attitude towards providing excellent service to our customers.
- Listing new products.
- Targets in terms of sales.

# RESUME

- Understanding customer needs and queries about products, prices and services .
- Responsible for showing and explaining the various features about products to the customers.
- Indent for stock and maintain sufficient stock.
- Advising customers on product ranges best suited to their needs.
- Maintaining customer relationship in order to build long term brand loyalty.
- Promoting new products and any special deals in sales department.
- Maintaining the highest standards of appearance and personal hygiene in compliance with the company guidelines, policy and dress code.

## PERSONAL SKILLS

- ❖ Good Interpersonal Skills.
- ❖ Excellent communication skills.
- ❖ Able to multi-task and work in a fast-paced environment
- ❖ Hardworking, energetic and team worker.
- ❖ Able to function well as part of a team
- ❖ Willing to do any kind of job
- ❖ Good driving record with no traffic violations

## LANGUAGE SKILLS

- English, Arabic, Hindi, Tamil & Malayalam

## LICENSE DETAILS

- License No : 1829448
- Date of Issue : 27/09/2012
- Date of Expiry : 27/09/2022
- Type of Permit : Light vehicle

## PASSPORT DETAILS

- Passport No : L7527512
- Date of Issue : 04/03/2014
- Date of Expiry : 03/03/2024

## PERSONAL DETAILS

- Date of Birth : 30<sup>th</sup> - May - 1988
- Gender : Male
- Nationality : Indian
- Marital Status : Married
- Visa Status : Employment Visa

## DECLARATION

I hereby declare that all the information given above are true and correct to the best of my knowledge and belief.

*Hakeem Basheer*