

PROFILE

A Bachelor of Business Administration graduate & Diploma holder of Logistics and Shipping Management, thriving to work in a dynamic & professional environment with a vision to be a valuable asset for the organization. A proactive & energetic individual with 6+ years of experience in sales & administration in UAE across multiple industries such as Retail, Healthcare And Hospitality etc. Successfully managed & supervised multiple teams across various organizations reflecting characteristics & traits both of a professional leader as well as a team player. Seek to pursue a career resonating in the field of Sales & Administration that would enable me to continuously enhance my skill set & be an active & core member responsible for contributing towards the growth of my employer & in turn work towards developing a successful professional career.



Mohammed Jadeer Sales & Admin

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EXPERIENCE

HealthGPS / Somerian Health LLC

Team Leader | Dec 2021- Dec 2022

- Supervised more than 30 staff including nurses , volunteers etc. in ensuring adherence to company guidelines & policies.
- POC of between management & junior staff in implementation of latest Government rules & regulations with respect to updated COVID-19 protocols.
- Responsible for reconciliation & submission of collected samples from operational staff to laboratory on a daily basis.
- Involved in conflict resolution when problems arise, ensuring smooth & efficient running of operational activities.

TAMOUH / Mediq Health Care group

Supervisor | Aug 2020-Sep 2021

- Supervision of more than 50 PCR swab testing team including effectively assigning schedules & responsibilities to the entire team.
- Responsible for collection of Nasopharyngeal Swab & blood sample specimens for COVID-19 tests (PCR & DPI) while observing all infection control measures & reporting diagnosis report in line with company guidelines.
- Responsible for monitoring stock levels & managing inventory by updating records reflecting actual stock levels.

Al Zaitoon Supermarket

Supervisor | Jan 2020-Jun 2020

- Managed all staff within store at a departmental level & ensured compliance to organizational objectives.
- Assisted retail sales staff in achieving sales targets by resolving customer complaints, improving client relations etc.
- Prepared & submitted daily sales report (cash & credit sales) to management by effectively maintaining sales ledger & reporting actual revenue generated by store.

Group of Fathima Co LLC

Supervisor | Oct 2017-Dec 2019

- Supervision of all retail staff including cashier, salesmen & shelf boys working under designated floors/sections.
- Responsible for reordering of a stock on a needs basis to ensure products are available to customers at all times.
- Successfully ensured junior staff adhered to company policies at an operational level including complying to safety measures & other general work practises.
- Experienced in maintaining good customer relationship with a view to attract more sales within the store.

SAAS TOWER Hotel

Front Office Supervisor | Jun 2016-Apr 2017

- Updated team members about changes in hotel products, services, pricing and policies.
- Maintain the hotel standards consistently.
- Manage incoming and out calling calls and emails.
- Maintains master key control, Dealing with the guests.

EDUCATION

Professional Diploma In (Logistics & Shipping Management).

Indian Institute of Logistics. 2016

BBA (Bachelor Of Business Administration).

Teams IT Park. 2015

SKILLS

- Communication.
- Customer service.
- Multitasking .
- Leadership.
- Hand-Eye Coordination.