

Dawood Shaikh

Sales Executive / Cashier



✉ dawoodshaikh1997@gmail.com

☎ 971569131400 / 971568353717

📍 Burjuman Dubai

📅 November 12th, 1997

🇮🇳 Indian

👤 Single

♂ Male

🛂 Visa-Tourist visa.

validity: 12/02/2024

PROFESSIONAL EXPERIENCE

2023
Dubai,
United Arab Emirates

Fourth Venture, Bay Gate Tower, Sales Executive (Telemarketing)
Handling team and keeping record of Daily report.

2019 – 2023
Porvorim, India

EthernetXpress Private Limited Goa, Customer Service Executive (telesales and marketing)Operation and Maintenance (Area Manager)
1 : Handled team professionally and performed all tasks on time which was assigned.
2 : Answering questions about products or the company, Ask questions to understand customer requirements and close sales.
3 : direct marketing on call that generates new customers.
4 : Maintained regular reports updated.
5 : Keeping a proper day to day record of the materials used by the team.

2017 – 2019
Baga, India

Beira Mar Alfran Resort., Store Manager
1 : Managing workflow and creating work schedules.
2 : coordinate with the team members and make sure distribution operations are completed efficiently
3 : Organize orders and inventory
and Interact with vendors and suppliers.

2014 – 2016
Mapusa, India

Super Quality Bazaar, Cashier
1 : Collect payments whether in cash or credit.
2 : Scan goods and ensure pricing is accurate.

EDUCATION

2016 – 2017
Mapusa, India

St. Anthony's Technical Accadamy,
Diploma Course in Computer Hardware and networking.

2014 – 2015
Mapusa, India

Dnyanprassarak Mandals Higher Secondary School, Assagao, BCOM

LANGUAGES

English

Konkani

Hindi

Marathi

Urdu

SKILLS

Excellent communicator and friendly attitude • Patience and Complaint handling

Tech troubleshooting

INTERESTS

Fitness, Creativity, Sports.

DECLARATION

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above mentioned particulars.



COURSES

May 2015 –
October 2015
Panjim, India

Banking and Insurance Course - 6months