

CURRICULUM VITAE

SALEEM MOHAMMED

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CAREER OBJECTIVE:

To work in an organization providing a standard quality services and acting as a remarkable point of contact for customers satisfaction. Learn, support and introduce innovative idea through critical thinking in fulfilling organization goals.

PROFILE SUMMARY:

A hardworking, well-mannered with a positive attitude to work. Able to uphold high standards of quality service and speed whilst at the same time adhering to all company regulations and procedures. A quick learner who can quickly obtain a good knowledge of all the products & services or duty assigned.

EDUCATION QUALIFICATION:

Bachelor's Degree from Osmania University, Hyderabad, India.

Course	University	Institute	Year of passing	Grade
Bachelor's	O.U	Anwar Uloom Degree College	2008	70%
Intermediate	Board of intermediate	Anwar Uloom Junior College	2005	65%
Ssc	Secondary school of education	Jubilee's Star High School	2003	70%

EXPERIENCE

“STATION SUPERVISIOR” *Imile Delivery Service (Oct 2021 – Till Now), Dubai-UAE*

Amazon Project Responsibility:

- Responsible for monitoring and controlling performance and capacity of Third party logistics partners under the roof
- Create and cultivate a safe working environment by identifying safety opportunities across your work area
- Manage and train our Associates to help deliver the best service for our customers
- Ensure that customer orders are fulfilled in line with quality and safety guidelines
- Continuously provide critical shift related information to frontline management and operators
- Adjust labor allocation throughout your shifts to meet and exceed plans and forecasts
- Contribute major projects within the UAE Operations Fulfillment / Supply Chain / Transportation to support business and selection growth
- Contribute to process improvements and cost optimization initiatives in collaboration with internal and external customers
- Develop and maintain strong communication processes to ensure smooth and efficient flow of accurate information across Amazon’s Retail and external fulfillment teams
- Audit the sites for various operational conformance, restrictions and norms

“STORE SUPERVISIOR” *Carrefour – Majid Al Futtaim (Aug 2019 – Sep 2021), Abu Dhabi - UAE*

- Overseeing salespeople, cashiers, shelf stockers, and other employees
- Managing finances and preparing an annual budget
- Keeping records of expenditure, sales figures, and employee performance
- Evaluating the supply and availability of stocks, and profit-margins
- Implementing measures to avoid stock damages, theft, and wastage
- Monitoring shelve stocks and product displays, and the general appearance of the store
- Investigating market trends and offering products that would appeal to customers
- Addressing customers' requests, comments, and complaints

- Motivating employees to achieve targets
- Training new staff members and scheduling shifts
- Maintains quality service by establishing and enforcing organization standards
- Preparing quotation based on client's needs and requirement
- Contributes to team effort by accomplishing related results as needed.
- Knowledge in the use of MS outlook, word, excel, power point presentation.

“PURCHASING SUPERVISOR”, FUCOM L.L.C (Nov 2009 – Aug 2019), Dubai – U.A.E

- Directs the daily workflow and schedules of the department, coordinating staff involved in purchasing, selling, and distributing supplies, machinery, materials, or equipment.
- Conducts performance evaluations that are timely and constructive.
- Handles discipline and termination of employees in accordance with company policy. Drafts and/or reviews supply and service specifications.
- Evaluates bids, ensuring compliance with departmental and company policies and procedures.
- Distributes purchasing information to involved parties including vendors, sales representatives, and employees.
- Reviews and evaluates purchase request forms for accuracy and completeness.
- Gathers, records, and completes purchase data.
- Completes other related projects as assigned.

“TEAM LEADER”, Saudi Arabia Air Lines, (Nov 2008 – Nov 2009), Jeddah – Saudi Arabia

- Handling the reports
- Maintaining the staffs
- Schedule Following (Hajj operation Dept)
- Doing internal audit

SKILLS & ABILITIES

- Excellent in Microsoft Office Program: MS Word: Excellent skills in editing typing and maintaining documents
- Excel Spreadsheets: Professionally trained in using Ms excel skills. Excellent skills to create and maintain excel sheets on daily basis
- Computer proficiency and the ability to accurately enter data and generate reports
- Strong Interpersonal skills with an ability to understand the customer's requirements
- Excellent written and oral communication skills
- Previous experience in customer service business
- Ability to work in a high-stress sales environment and multitask
- Great time management skills

LANGUAGES

- English, Arabic

HOBBIES

- Sports: Cricket, Swimming

PERSONAL DETAILS

Name : **Saleem Mohammed**
Gender : Male
Religion : Islam
Nationality : Indian
Passport Number : **S6684801**
Visa Status : Employment Visa
Driving License : Light Vehicle (U.A.E)

DECLARATION

- I hereby declare that the above furnished details are true to the best of my knowledge and belief.

Date :
Place:

Yours Sincerely
(**Saleem Mohammed**)