



Mohammad Arafan H

PERSONAL DETAILS

Date of birth: 01 Oct 1993
Nationality: India
Gender: Male
Marital Status: Single
Visa Status : Visit Visa

CONTACT

Al Ain
Abu Dhabi - UAE
+971 567099402
halyaraarafan24@gmail.com

SKILLS

- ☐ MS Office, Excel
- ☐ Dynamic, Self – motivated & Hardworking person.
- ☐ Well Known in Computer Knowledge
- ☐ Excellent communications
- ☐ Humane and respectful.
- ☐ Conflict resolution ability.
- ☐ Calm under pressure.
- ☐ Dedicated to excellence.
- ☐ Creative problem solver.
- ☐ Strong work ethic.
- ☐ Organizational skills

ABOUT ME I am a hardworking, honest individual, I am a good timekeeper, always willing to learn new skills, a am friendly helpful and polite, have a good sense of humor, I am able to work independently in busy environments and also within a team setting, I am outgoing and tactful, and able to listen effectively when solving problems.

Work experience

02 Year working experience as a Sales Associate at Rabwat aleshah Pharmacy in Saudi Arabia (2017 to2019)

- ☐ Ensure high levels of customer satisfaction through excellent sales service
- ☐ Assess customers needs and provide assistance and information on product features
- ☐ Welcome customers to the store and answer their queries
- ☐ Follow and achieve department's sales goals on a monthly, quarterly and yearly basis
- ☐ "Go the extra mile" to drive sales
- ☐ Maintain in-stock and presentable condition assigned areas
- ☐ Actively seek out customers in store

03 Year working experience as a Cashier at Empire Restaurant in Bangalore (2014 to 2017)

- ☐ Manage transactions with customers using cash registers Scan goods and ensure pricing is accurate Collect payments whether in cash or credit Issue receipts, refunds, change or tickets Cross-sell products and introduce new ones Resolve customer complaints, guide them and provide relevant information Greet customers when entering or leaving the store
- ☐
- ☐

05 Year working experience as a Supervisor at Qilla Construction Doddajee in Mangalore (2019 to 2024)

- ☐ Set goals for performance and deadlines in ways that comply with company's plans and vision and communicate them to subordinates
- ☐ Organize workflow and ensure that employees understand their duties or delegated tasks
- ☐ Monitor employee productivity and provide constructive feedback and coaching
- ☐ Receive complaints and resolve problems
- ☐ Maintain timekeeping and personnel records
- ☐ Pass on information from upper management to employees and vice versa
- ☐ Prepare and submit performance reports

PASSPORT DETAILS

Passport No : B7990956
Issue Date : 24 Nov 2023
Expiry Date : 23 Nov 2033

Education and Training

PUC :- Department of pre University 2013

SSLC :- Karnataka Secondary Education

Examination board- 2011

Language Skills

Arabic, English, Hindi, Malayalam & Kannada

Declaration

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