

## PERSONAL DETAILS

**DOB:** 4<sup>th</sup> June 1992

**Sex:** Male

**Nationality:** India

**Passport No:** L5757824

**Mob:** +971 525 411 549

**Email:** shamrazs@gmail.com

## AREAS OF EXPERTISE

*Advanced MS Excel Skills*

*Inventory Management*

*Fraud Detection &*

*Prevention Administration*

*Reception duties*

*Retail sale*

*Marketing plans*

*Decision making*

*Office management*

## LANGUAGES

*English*

*Arabic*

*Malayalam*

*Tamil*

*Hindi/Urdu*

## SHAMRAZ K.H

Store Supervisor



## PERSONAL SUMMARY

Dedicated and focused Sales executive who excels prioritizing, completing multiple tasks simultaneously and following through to achieve project goals. Answers a high volume of incoming calls while handling in-person inquiries from clients and colleagues. Flexible and hardworking with strong drive to succeed.

## CAREER HISTORY

### ***DUBLIN AUTO SPARE PARTS-ABUDHABI, UAE***

Store Supervisor (2018 Dec to Till Now)

#### ***Duties:***

- Receive and fill telephone orders for parts.
- Receive payment or obtain credit authorization.
- Advise customers on substitution or modification of parts when identical replacements are not available
- Mark and store parts in stockrooms according to prearranged systems
- Submit a monthly summary report to Parts Sales Manage
- Determine replacement parts required, according to inspections of old parts, customer requests, or customers' descriptions of malfunctions
- Managing and achieving parts sales target according to plan

### ***AL SAQAYA AUTO SPARE PARTS: Ras Al Khaimah, UAE***

Sales Executive (2017 Jan to 2018 Oct)

#### ***Duties:***

- Assist customers with selecting and identifying vehicle parts.
- Ordering, receiving, and stocking automotive parts for vehicle service.
- Contacting customers to arrange for the pickup of ordered parts.
- Taking orders from customers both face to face and over the phone.
- Maintain the vendor lists and suppliers tracker up-to-date.
- Assists in purchase orders and invoicing.
- Keeping updated customer account information.
- Notified customers about the availability of parts and out-of-stock parts.
- Coordinated with the parts dealers and vendors latest update.
- Responsible for sales analysis and evaluation of costs and margins.
- Attends workshops and conferences when requested.
- Preparing financial documents such as invoices, bills, and accounts payable and receivable.

## ***Al Zaidi EST. - Al Raas, Saudi Arabia***

Warehouse Supervisor (2014 October - 2016 December)

### ***Duties:***

- ☐ As supervisor, maintained warehouse staff job results by coaching, counseling, and disciplining employees; while planning, monitoring, and appraising job results.
- ☐ Preparing financial documents such as invoices, bills, and accounts payable and receivable.
- ☐ Coordinated logistics of all facilities including importing, exporting, and process standardization.
- ☐ Key participant in establishing vendor consigned inventory program, reducing in-house inventory.
- ☐ Reduced headcount from 15 direct employees to 8 while maintaining warehouse productivity by improving efficiency, properly defining work responsibilities, and improving department structure.
- ☐ Ensured material was sent to Sales Dept. in a timely matter to ensure production wasn't impacted.
- ☐ Promptly and efficiently answer multi-line switchboard and transfer calls.
- ☐ Maintained receiving, warehousing, and distribution operations by developing and executing integrated, realistic and detailed project plans to allow for successful project delivery
- ☐ Secured company assets by verifying and auditing outbound shipments and returns.

### **SOFTWARE SKILLS**

*Ms Excel*

*Ms Word*

*Ms PowerPoint*

*Corel draw*

*Ms Outlook*

*Adobe flash (2d animation)*

*Adobe Photoshop*

### **PERSONAL SKILLS**

*Service*

*orientated*

*Investigative*

*problem solver*

*Communication*

*Time Management*

*Responsiveness*

*Leadership skills*

*reporting Skills*

*Analytical Thinking Skills*

*Decision making*

### **KEY SKILLS AND COMPETENCIES**

- Excellent familiarity with automobiles industry.
- Exceptional knowledge of auto parts and substitutes
- Proven ability to work both independently and collaboratively with different levels of employees.
- Ability to meet a constant stream of deadlines.
- Highly detail-oriented and organized.
- Clean and professional appearance.
- Familiarity with accounting software and programs.
- Active team member with self-drive and motivation

### **ACADEMIC QUALIFICATIONS**

#### ***B.C.A – Bachelor in Computer Application:***

University of Mangalore, Karnataka, India.

#### ***Higher Secondary:***

ST. JOSEPHS PU COLLEGE

CHIKMAGALORE, India.