


PERSONAL INFORMATION **ABDUL RAUF SHAIKH MEHBOOB**

 **43 sanguzepp Indri Calleja Birkirkara Haddiem Triq Malta**

 **+35699112758**

 **rauflg@yahoo.com**

Sex MALE | Date of birth 16/06/1981 | Nationality INDIAN

JOB APPLIED FOR  
POSITION/  
PREFERRED JOB

SALES ASSISTANCE / SHOP ASSISTANCE / SALES PERSON.

### **Sales Representative at Homemate Malta From 26th June 2023**

#### **Homemate Malta**

- » Greet Customers and ascertain what each customer wants or needs.
- » Conducting stock inventory taking Restocking items.
- » Meeting sales goals. Attending training sessions, Learning about product details.
- » Sell or arrange for delivery.
- » Assisting shoppers to find the goods and products they are looking for.
- » Being responsible for processing cash and card payments.
- » Working within established guidelines, particularly with brands. »
- Listen to customers' requests and suggests or find products that » meet their needs.

### **Innovation Retailers 1 June 2014 to 2019**

#### **Sales Executive for Huawei Mobiles in Carrefour Ajman city center**

#### **Huawei Mobiles Middle East**

- » Greet customers and ascertain what each customer wants or needs.
- » Make a cohesive relationship with customer while promoting the Huawei brand and increased sales volume of Huawei smart phones.
- » Maintain knowledge of current sales and promotions, policies regarding payment and exchanges, and security practices.
- » Maintain records related to sales and Stock.
- » Describe merchandise and explain use, operation, and care of merchandise to customers.
- » Recommend, suggest, select, and help locate or obtain merchandise based on customer needs and desires.

- » Inventory stock and requisition new stock.
- » Coordinating with the managers regarding the sales targets »
- Deliver excellent customer service, at all times.
- » Maintain the sales floor, arranging stock and doing promotion activities.

**Working as sales merchandiser in LG Mobiles FZE from 2010 to 2013.**

**Sales Merchandiser**

- » Greet Customers and ascertain what each customer wants or needs.
- » Conducting stock inventory taking Restocking items.
- » Meeting sales goals. Attending training sessions, Learning about product details.
- » Sell or arrange for delivery.
- » Assisting shoppers to find the goods and products they are looking for.
- » Being responsible for processing cash and card payments.
- » Working within established guidelines, particularly with brands.
- » Listen to customers' requests and suggests or find products that meet their needs.
- » Attaching price tags to merchandise on the shop floor.
- » Learning new sales techniques.
- » Maintains an appealing, easy-to-shop environment for customers by consistently executing visual merchandising and housekeeping standards.
- » Keeping sales records and updating data

**Working as office boy in Emaar Group in accounts department from Emrill Services LLC from 6th June 2005 to 2009 November 30th**

**Office Boy**

- » Organizing the office assisting the associates to optimize the process
- » Sorting and distributing communication in timely manner.
- » Using back office computer systems.
- » Maintain office filing and storage systems.

EDUCATION AND TRAINING

Complete ( S.S.C ) from Noorul Islam Junior College and School

PERSONAL SKILLS

Effective interaction style with clients/customers, staff and others. Working collaboratively with clients/customers and colleagues establishing ongoing relationships. With knowledge and mastery in Sales and Marketing.

Mother tongue(s) Hindi

Other language(s)

UNDERSTANDING

SPEAKING

WRITING

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Curriculum Vitae

ABDULRAUF  
SHAIKH

	Listening	Reading	Spoken interaction	Spoken production	
HINDI	C1	C1	C1	C1	C1
ENGLISH	C1	C1	C1	C1	C1
URDU	C1	C1	C1	C1	C1
ARABIC	A2	A2	A1	A1	A2

Levels: A1/A2: Basic user - B1/B2:  
Independent user - C1/C2 Proficient  
user

Communication skills

Passport Details

Organisational / managerial  
skills

Good communication skills gained through my experience as Sales Executive and Sales Team Management.

Job-related skills

- ▶▶ Able to lead others in high-demand situations.
- ▶▶ Coaching, guiding, or tacking.
- ▶▶ Delegating tasks or responsibilities.
- ▶▶ Demonstrated leadership.
- ▶▶ Evaluating performance, programs, processes, or events.
- ▶▶ Extensive experience providing project sales management.

Digital skills

- ▶▶ Sales software proficiency.
- ▶▶ Product knowledge.
- ▶▶ Active listening.
- ▶▶ Verbal communication.
- ▶▶ Setting goals.
- ▶▶ Organization.
- ▶▶ Time management.
- ▶▶ Strategic thinking.

MS- OFFICE

Other skills

Information processing	Communication	Content creation	Safety	Problem solving
Proficient user	Proficient user	Proficient user	Proficient user	Proficient user

▪ Cricket

Date of Issue: 31/12/2014  
Date of Expiry: 30/12/2024  
Place of Issue: Dubai, UAE

Passport no: M4861247

I do Here by declare that the above particulars are true and correct to the best of my knowledge.



Abdul Rauf Shaikh Mehboob

13/12/2021

.....  
(Signature)

.....  
(Date)

