



# KHILARU ABU

**SALES ATTENDAT-ADNOC OASIS**

**AL FAQA-AL AIN**

## WORKEXPERIENCE

**Adnoc oasis –Al ain, UAE**  
**Sales attendant (from 2010)**

- ☐ Display the products by the layout of company policy  
Removing near expire products from the shelves time to time and placing correct price proper position of products
- ☐ Cleaning shelves arranging shelf talkers
- ☐ Guide and helping the customer for shopping the products
- ☐ Collaborating with supplier, and order the products proper quantity by the HHT device
- ☐ Receiving the products as the customer needs by proper Quantity and quality
- ☐ Organizing display shelf, setting up display and setting up price and arranging promotional activities
- ☐ Training and assisting junior staff
- ☐ Filing the invoices , GRN documents and sending E-mail to concern persons

## CASHIER ( from 2012 )

Manage transaction with customer using cash register, scan goods & ensure pricing is accurate, collect payment whether cash or cards, issue receipts, refunds, changes. Redeem vouchers and coupons. Cross sell products and introduce new one

## PROFILE

To achieve career progress with the dynamic industry by accepting and executing challenging duties, continuously learning and developing new skills while contributing towards the objectives of the organization through utilizing my personal strengths, technical skills and knowledge

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## SKILLS

- ☐ **Negotiation**
- ☐ **Critical Thinking**
- ☐ **Active Listening**
- ☐ **Interpersonalskills**
- ☐ **Time management**

## KNOWNLANGUAGES

- ☐ English:Read,Write&S  
peak
- ☐ Hindi: Speak
- ☐ Malayalam:Read,Write&S  
peak
- ☐ Arabic: Read,  
&Speak

## PERSONALDETAILS

Gender : Male  
Marital status : Married  
Date of birth : 09/02/1985  
Nationality : Indian  
Religion : Muslim

Holder of UAE manual driving license  
Issue date : 24/07/2014  
Expiry date : 23/07/2024

## PASSPORT DETAILS

Passport number - N2782353  
Date of Issue - 09-03-2016  
Date of Expiry - 08-03-2026  
Visa status - Transferable

## DRIVING EXPERIENCE ( from 2015 )

Pick up the staffs and drop of them in correct location with safely. supply the stationery items to various petrol station offices by instructions of superior

## EDUCATION HISTORY

**Higher Secondary Examination (HSE)**  
Government of Kerala

**Secondary School Certificate (SSLC)**  
Government of Kerala

### Technical skills

- \* Mechanical refrigeration air-condition (ITI)
- \* Computer teacher training course (word excel tally)

## DECLARATION

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

Khilaru abu