

Abdul Hafij

Warehouse Manager & Noon Account Manager - UAE



Work Experience

Cashier

Villa Nafees Restaurant, Al Ain-UAE,

January 2018 to March 2018 (3 months)

- Registers sales on a cash register by scanning items, itemizing and totaling customers' purchases.
- Verifies credit acceptance by reviewing and recording driver's license number; and operating credit card authorization systems.
- Collects payments by accepting cash, check, or charge payments from customers and makes change for cash customers.
- Balances cash drawer by counting cash at beginning and end of work shift.
- Maintains checkout operations by following policies and procedures and reporting needed changes.

Admin

House Decoration- Al Ain, UAE

December 2018 to September 2019 (9 months)

- Taking Phone Calls, Skilled in public speaking, administrative skills, and communication
- Adept at Excel, preparing and delivering reports, and budgeting
- Passion for conflict resolution and building positive workplace environments

Sales and Marketing Assistant & Warehouse Manager

ePhoenix UAE -formerly DARKO GT UAE

December 2019 - Present (3 years, 1 month)

- Sales and relationship management through communicating effectively with customers, partners and suppliers regarding order status and market trends
- Detail oriented and proficient in data entry
- Possess strong written and verbal communication skills
- Familiar with Word, Excel and Outlook software
- Understand basic math skills to be used in pricing material, costing orders and managing inventory stock levels
- Maintain, strengthen and grow client relationships through comprehensive strategy, oversight and management of account

Contact Info

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- Al Ain- UAE

Education

- NEW INDIAN MODEL SCHOOL, AL AIN-UAE (2014)- SSLC
- NEW INDIAN MODEL SCHOOL AL AIN-UAE (2016)-HSC
- Bharatidasan University- AL AIN-UAE -2020



- Supervise daily warehouse activities, including quality assurance, inventory control,
- Develop warehouse operations systems by determining product handling and storage requirements, equipment utilization, inventory, gate processes, and shipping methods
- Manage the receiving, handling, storing, picking, and packing activities of the warehouse
- Schedule and oversee warehouse team, and manage the flow and quality of work to maximize efficiency and minimize overtime
- Meet regularly with warehouse leads to analyze productivity and develop actionable plans for loss prevention
- Develop warehouse operations systems by determining product handling and storage requirements, equipment utilization, inventory, gate processes, and shipping methods



SKILLS

- Dealing with all type of cash activities, Daily Sales Report, POS Activities, Closing at the end of the day, Stock Handling etc.
- Efficient multi-tasking skills.
- Able to build good relations with community.
- Highly disciplined.
- Problem solver with good communications.
- Effective telephone skills.
- Catch up new learning techniques.
- Well-versed in Microsoft Office, browsing and Internet research.

