



# Mahammad 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



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## 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, I 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 alesha Phrmcy in Suadi 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 Doddaje 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

P U C – Department of pre university bangalore

SSLC - high school

## Language Skills

Arabic, English, Hindi, Malayalam & Kannada

## Declaration

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