

# MOHAMMAD SHAHANAWAZ

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## Profile

Highly focused, creative and Sales Representative with an excellent sales and customer satisfaction record. Adept at working simultaneously on multiple accounts with the highest accuracy and professional salesmanship. Able to function well independently or as part of sales attendant.

## Experience

### **Sales Attendant, ADNOC Abu Dhabi**

**27-April 2024 to till now**

- Ensure high levels of customer satisfaction through excellent sales service.
- Maintain outstanding store condition and visual merchandising standards.
- Maintain a fully stocked store.
- Ascertain customers' needs and wants.
- Recommend and display items that match customer needs.
- Welcome and greet customers.
- Manage point-of-sale processes.
- Actively involved in the receiving of new shipments.
- Keep up to date with product information.
- Accurately describe product features and benefits.
- Follow all company's policies and procedures.

**01-04-2017 to 01- 07-2019**

### **Community Service Officer, Satin Credit Care Network LTD INDIA**

- Develop and implement community service programs that align with the organization's mission and goals.
- Conduct outreach initiatives to engage with community members, gather feedback, and assess Community needs.
- Collaborate with local organizations and stakeholders to enhance service delivery and resource sharing.
- Monitor and evaluate community programs, providing reports on outcomes and areas for improvement.
- Facilitate workshops and training sessions to educate community members on available resources and services.
- Act as a liaison between the organization and community members, ensuring effective communication and responsiveness to inquiries.

## ***Additional Information***

- Strength: Excellent communication skills, Positive attitude, Fast learner, Leadership qualities.
- Interests and Hobbies: Exploring my skills in smart work. Playing cricket and badminton in free time.
- Language Known: English, Hindi, Urdu.

## ***Education***

- Bachelor of arts – Rohilkhand University, Bareilly, India
- Masters of Arts – Rohilkhand University, Bareilly, India
- Diploma in Accounting and Soft Skills
- Diploma in Computer Concepts.

## ***Skills***

Microsoft Office

Microsoft Excel

AI

Web-browsing

Online Transactions

Uses of All Types of Social Media Applications