

# MOHAMMED SOHAIB SIDDIQ

Clock Tower, Dubai UAE.

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Birth date: May 5, 1994



## Objective

To obtain a position where I can use my knowledge and strengths that will improve and build up my skills and enhance competencies through real world and to be able to contribute to the growth and progress of the company. I am seeking a company where I can use my experience and education to help the company meet and surpass its goals. I want to be part of the success in an environment of growth and excellence. I am seeking a competitive and challenging environment where I can serve your organization and establish an enjoyable career for myself.

## EXPERIENCE



SALES SUPERVISOR | SALES REPRESENTATIVE  
VINCCI | AL SHAMSI HOLDINGS.  
Dubai Mall - Dubai UAE.

APRIL 2021 - PRESENT

VINCCI



### *Roles & Responsibilities*

- Organize team meetings on a daily and monthly basis for all important matters related to sales, stock, service, performance, maintenance and audit.
- monitor each team member's in line using KPI's such as ATV, IPC and conversion rates.
- Meet sales goals by training, motivating, and providing frequent feedback to team members.
- Ensure visual merchandising guidelines are adhered to reflects the brand image
- Meet all sales quotas and goals.
- Monitor stock levels to facilitate restocking and replenishment of emptying shelves.
- Provide customers with information on product pricing, features, and availability.
- Oversee the arrangement of window displays, shelves, and counters on a store floor.
- Maintain an up-to-date customer database by entering customer profile details.
- Develop presentation format and compile data for the preparation of sales presentations.
- Consolidate, analyze, and summarize expenses to maintain accurate record of sales expenditure.
- Receive and direct the storage of new shipments and large amounts of stock.
- Maintain an up-to-date knowledge of product features and sales promotion.
- Ensure compliance with established store policies and guidelines.
- Assist sales representatives and team to meet and exceed goals.
- Receive and report on all sales leads.
- Understand customer needs and offer solutions and support.



**STORE INCHARGE**  
MINUTES QUICK SERVICES  
IBN Battuta Mall - Dubai, UAE.

AUG 2018 - DEC 2020

**MINUTES**

***Roles & Responsibilities.***

- Promoted as a retail store manager in a year of joining as a Salesman, due to the excellent potential.
- Overseeing the daily operations of store & making sure it runs smoothly and effectively
- Reaching sales goals by training, motivating, mentoring and providing feedback to sales staff in daily meetings
- Monitoring inventory levels and order new items
- Complete store administration and ensure compliance with policies and procedures
- Dealing with all issues that arise from staff or customers (complaints, grievances etc)
- Making staff schedules -Creating business strategies
- Creating action plans to lead in an organized way
- Proposing innovative ideas to increase sales & profitability
- Recruiting, supervising & training staff on company SOP's & Product Knowledge
- Maintaining outstanding store condition and visual merchandising standards



**ASSISTANT STORE MANAGER**  
HIND & NOORA TRADING  
Dubai Mall, Dubai, UAE

MAR 2015 – MAY-2018

 **Hind & Noora**  
Computer Trading

***Roles & Responsibilities.***

- Display enthusiasm and providing superior customer service
- Ensuring all stock is clearly and correctly priced Display enthusiasm and providing superior customer service
- Inspected merchandise *for quality and quantity*
- Understanding consumer complaints and resolving their issues promptly
- Ensuring that all till operations, cash handling procedures and transactions are carried out accurately
- Keeping the track of inventory on All products
- Always supporting our team and being an Active player with them and a lead role
- Assisting customers with a description of the newly arrived product
- Always trying to Cross-sell/ Up-sell new items suitable to client
- Follow-up with the management before stocks reach 20% and get it refilled to avoid missing the Sales



**SALES ASSOCIATE**  
**TOMMY HILFIGER**  
**Gvk Mall, Hyderabad-India**

DEC 2013 - JAN 2015  
**TOMMY  HILFIGER**

### ***Roles & Responsibilities.***

- Serves customers by helping them select products
- Drives sales through engagement of customers, suggestive selling, and sharing product knowledge.
- Responds to customers 'questions
- Greets and receives customers in a welcoming manner.
- Directs customers by escorting them to racks and counters
- Provides outstanding customer service.
- Documents sales by creating or updating customer profile records.
- Manages financial transactions.
- Processes payments by totaling purchases, processing checks, cash, and store or other credit and debit cards.
- Alerts management of potential security issues.
- Assists with inventory, including receiving and stocking merchandise.
- Keeps clientele informed by notifying them of preferred customer sales and future merchandise of potential interest



### **Skills & Interest**

- Proficiency in Microsoft Office Word, Excel and PowerPoint
- Social Networking
- Multi-Tasking Secondary School Certificate
- Reliable
- Versatile



### **Education**

**May - 2016 Intermediate CEC- Civics, Economics & Commerce**  
Telangana Open School Society, Hyderabad, India.

**Nov - 2013 Diploma in Computer Applications (DCA)**  
GCS Institute, Hyderabad, India.secondary school cec

**APRIL - 2010 SSC- SECONDARY SCHOOL CERTIFICATE (HYD-IND)**



### **Hobbies**

