**Mohamad Rishad Mohamad Nizar,**

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**Deira, Dubai,**

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**OBJECTIVES**

**To obtain a suitable position which allows me to use my retail skills and gain more knowledge to enhance my future, and to be a part of the company and work hard and smart to achieve companies short and long time goals which helps for the company’s growth.**

**WORKING EXPERIENCE**

**GO SPORTS, Retail Corp LLC, Dubai world, Dubai, UAE (Oct 2013 to till Present)**

**Shift in charge, Customer care & cashier.**

* **Checking the daily attendance & arranging the schedule for staff.**
* **Greeting the customer with SMILE & focus on for good sale & good customer care.**
* **Always keep in touch with exiting & new customer for good sale.**
* **Arranging the gondolas & shelves properly for customer attraction.**
* **Author for show rooms sales, customer refunds, Exchange , other inquires & complaints**
* **Greeting customers who enter the shop, Answering queries from customers**
* **Be involved in stock control & management, Responsible for arranging files & cash counter**
* **Assisting shoppers to find the goods and products they are looking for**
* **Being responsible for processing cash and debt payments**
* **Reporting discrepancies and problems to line store manager**
* **Giving advice and guidance on product selection to customers**
* **Balancing cash registers with receipts, Maintain the cash generated during sales**
* **Author for customer refunds, Exchange , other inquires & complaints**
* **Keeping the store tidy and clean**
* **Working within established guidelines, particularly with brands**
* **Attaching price tags to merchandise on the shop floor**
* **Receiving and storing the delivery of large amounts of stock**
* **Keeping up to date with special promotions and putting up displays**
* **Preparing cash Memos for cash sales and do for end user sales**
* **Ensure that ample stock maintained in the show room**
* **Additional responsibility of store keeper**
* **Coordinating with drivers regarding delivery & Co-ordination with warehouse coordinators**
* **Timely opening of the showroom**
* **Maintains accurate records of all pricing, sales, and activity reports of the Division**
* **Adheres to all company policies, procedures and business ethics codes and ensures that they are communicated and implemented within the team**
* **Maintain stockroom inventory, brochures to be monitored-Stock & Showroom.**
* **Responsible for delivery of email and correspondence to other department.**
* **Oversees that the cleaning teams are doing proper jobs.**
* **To make scan, photocopies of reports and correspondence.**
* **Approach, greet and offers assistance or direction to any customer who enters the dealership showroom and determines the nature of their visit.**
* **Hands-out brochures and handles queries of customers**
* **Answers customer inquiries. Giving exactly what is the wants.**
* **Directs customers to the correct department, notifies the appropriate salesperson that a customer is waiting, or introduces the customer to a salesperson**
* **Calling the customers when there are promotions and offers**
* **Having stock taking (inventory) for full store on every month after advice of S.M**.

**Isam Books L.L.C (Electra Street Abu Dhabi) 2011 Dec to sep-2013.**

**Sales executive, Customer care &Visual Merchandiser specially for Carrefour.**

**Duties & Responsibilities.**

* **Marketing the product with customer whatever new arrival’s,**
* **Taking purchasing orders from the department stores every week,**
* **Checking the orders correctly and preparing the invoice’s,**
* **Merchandising as per LPO to Carrefour, Abu Dhabi co-op &EMKE Group Hyper Market’s,**
* **Collecting the payments from the reputed stores and submitting it to Accounts Dpt.**
* **Arranging the library displays in the department stores once a fortnight.**
* **Providing needful training for the new comers regarding the display & budget.**

**Store Manager, Customer care & visual merchandiser.**

**Leather selection (Liberty Plaza, Colombo) Feb’2010 to Dec’ 2011**

**Fancy good’s, Cosmetics, Perfume, Hand bags, Shoe’s, sun glasses, watches &Luggage’s etc…**

**Duties & Responsibilities.**

* **Checking the daily attendance & arranging the schedule for staff.**
* **Checking the invoice correctly and updating the items in the system**
* **Making purchasing orders and requesting stocks from the warehouse.**
* **Handling customer complaints and solving in meantime.**
* **Arranging the items as per brand guideline.**
* **Sending the non-moving items to ware house and receiving the payments.**
* **Having stock taking(inventory) for full store on every month after advice of M.D**
* **Calling the customers when there are promotions and offers.**

**Extra Activity**

**Going Emirates driving school for getting UAE driving licence,**

**Sales Executive, Customer care &Store keeper.**

**AlZamil A/C Company, K.S.A, (Feb 2003to Jan 2010)**

**Duties & responsibilities.**

* **Providing proper information to the customers regarding the product.**
* **In charge person for the after sales service.**
* **Delivering the items on time as per purchasing orders.**
* **Preparing the collection format that should come to the company.**
* **Handling customer complaints and solving without dead line.**

**Personal Skills.**

* **Hard worker & Quick Learner.**
* **Willing to work hard and go for the extra mile without supervision.**
* **Willing to work long hours.**
* **Ability to work under pressure**
* **Strong leader ship qualities.**

**Educational Qualification**

* **Has successfully completed the ordinary level in the year 1999.**
* **Has completed a spoken English course conducted by the JMC Institute.**
* **Diploma holder of Micro Soft Office Package.**

**Personal Information**

**Name - Mohamad Rishad Mohamad NIzar.**

**Date of birth - 1982/04/04**

**Civil Status - Married**

**Religion - Islam**

**Nationality - Sri Lankan.**

**Language known - English, Arabic, Hindi, Urdu, Malayalam, Tamil & Sinhala,**

**Visa Status - Employment visa belongs to FREE ZONE (TRANSFERABLE).**

**I do hereby certify that the above details are correct and accurate for the best of my knowledge.**

**Thanks with Best Regards.**

**M.N.M Rishad,**

**+971 529 116246.**