




Mohammed Ibrahim Shaikh

Nationality: Indian

 (+91) 9270147384

Date of birth: 05/09/1992

Gender: Male

 **Email address:** ibrahimovicc777@gmail.com

 **Whatsapp Messenger :** 7058377688

 **Address:** C/ 301 Chawre Manore nr Baitul Nasser Nallasopar (west)

ABOUT ME

Intend to use knowledge and dedication to succeed in job career. Self motivated and ambitious to utilize skills to benefit everyone. Believe anything can be accomplished if you set your mind to it

WORK EXPERIENCE

METEOR LOGISTICS

DOCUMENTATION EXECUTIVE [2020-2023]

City: SOHAR

Country: Oman

- A freight forwarder is a company that serves as an intermediary between transportation companies that import and export goods and the businesses that need them. Freight forwarders manage every aspect of the transportation process, from storing goods before shipment to ensuring they make it through customs.
- Documentation clearance

Talabat

Courier [2019-2020]

City: Muscat

Country: Oman

- Manage multiple orders, delivery locations, and customers at the same time
- Deliver orders within an optimal period of time, ensuring freshness of food and respecting customer preferences
- Safely operate a vehicle in all types of weather conditions
- Navigate local streets and highways with ease using a GPS
- Communicate clearly with customers and food service employees, demonstrating an eagerness to work through any issues or points of confusion
- Verify orders before each delivery and maintain a detailed, comprehensive delivery log



HTC INDIA

Sales assistant [2013 – 2015]

City: Mumbai

Country: India

- Demonstrate and explain products, methods, or services in order to
- persuade customers to purchase products or utilize services.
- Exceeded monthly sales quotas for handsets, cellular activations
- Trained customers on the set-up, operation, and maintenance of mobile phones
- Drove sales through up selling products based on customer's past purchases and preferences.
- Performed daily department tasks including stoking, creating merchandise display
- Re merchandising, pricing markdowns
- Successfully assisted customers with product selections and purchases
- Built rapport with customers by asking probing questions and utilizing effective listening skills

FAMILY SHOPPING

Sales Executive (2016-2018)

City : Mumbai

Country: India

- Efficiently restocked inventory, ensuring products were readily available for customers.
- Maintained organized displays and shelves, creating an appealing shopping environment.
- Collaborated with team members to unload and unpack deliveries, verifying accuracy of received items.
- Provided friendly customer service, assisting shoppers in locating and selecting items.
- Implemented effective stock rotation procedures to minimize product waste.



Certificate of Higher Education

A.E KHALSEKAR junior college

Address: Mumbai Nallasopara , 401203 Mumbai (India)

Field(s) of study: Commerce

LANGUAGE SKILLS

Mother tongue(s): **Hindi** | **Urdu**

Other language(s):

English

LISTENING C1 **READING** C2 **WRITING** B2

SPOKEN PRODUCTION B2 **SPOKEN INTERACTION** B2

DIGITAL SKILLS

Microsoft Office / Outlook / Google Drive / Social Media / Zoom

DRIVING LICENCE

Driving Licence:A1

Driving Licence:B

COMMUNICATION AND INTERPERSONAL SKILLS

Skills

Responsibility

Positive attitude

Listening

Patience

Honesty

Sincerely

Mohammed Ibrahim