

**CURICULUM VITAE**

**ABDUL SATHAR SAHEB**

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Visa Status : Work Visa with NOC

Driving License : Qatar / India

**Position: Messenger / Light Driver**

**Objective:**

To pursue a career in your growth-oriented organization for development and contribute significantly by utilizing my potential, in making the organization achieve its long-term goal.

**Personal Profile:**

Pleasant personality, with the ability to communicate successfully at all the levels, with positive results. Self-motivated and hardworking, capable of quality working with sound mind under pressure to work at flexible timing and shifts.

**Work Experience:**

* Worked as a Messenger cum Light **Driver** in Fifth Dimension Enterprises W. L.L QATAR from 2016 to January 2025.
* Worked as Men’s & Women’s wear **Salesman** in UDUPI (Karnataka) during the year.

2013 to 2015.

* Worked as Men’s & Women’s wear **Salesman** (sim city) in Saudi Arabia during the

year 2012 to 2013.

* Worked as **Sales Supervisor** at EMARAT (emirates general petroleum corporation) since 10/06/2009 to 15/10/2011.
* Worked as a cashier & **Senior Customer Service Assistant** at EMARAT (emirates general petroleum corporation) since 08/07/2007 to 10/06/2009.
* Worked as **Salesmen** at Bunty’s Men’s and Women’s wear in Udupi, India), during the year 2006 to 2007.

**Responsibility:**

* **Responsibility in fifth dimension enterprises W.L.L**
* **Collecting monthly time sheet from site**
* **Submitting monthly time sheet**
* **Preparing invoice and submission**
* **Payment follows up with client.**
* **Workers documents submitting in office.**
* **Office personal work light driver**

**Responsibilities:**

* To maintain the high-quality customer service in assigned shift.
* To motivate the staff in team and creating good teamwork in the shift to

Achieve the target.

* Preparing stock inventory weekly and generating of Barcode System.
* Ensuring all items is well priced and displayed according to FIFO (First in First out) Procedure and updating products of Expiry dates
* Receiving the stocks form suppliers according to L.P.O. and follow up with G.R.S. and manage the stock order plan and it’s implementing the required barcode to the said product.
* Display the items in attractive way.
* Following the standard operational procedure of the company during the duty hours.
* Promoting the promotional items through plus sale and suggestion sale to the customer as a team member.

**Company Profile:**

* FIFTH DIMISTION ENTERPRICSES W.L.L (manpower company suppling labours for MEP works in Qatar)
* EMARAT (Emirates General Petroleum Corporation (U.A.E.) is an ISO 9001:2000-ISO 14001:2004-OHSAS 18001:1999 certified company and Dubai Quality Award winner of 1998 & one of the leading retail petroleum companies in Retail Best Customer Service in Middle East and it offers range of quality services throughout different facilities (Convenient Store, Bakery. Fast Track, Vehicle Testing Centre, Auto Care facilities etc.)
* Fifth Dimension Enterprises W. L.L, working in Qatar as a Manpower distributer for MEP works.

**Capabilities:**

Hardworking, creative knowledge, dedicated to the assign job. Trustworthily & dynamic abilities to deal with different people. Versatile and learns new tasks/skills quickly. Good team player and able to use own initiative to achieve the company objectives.

**Training, Knowledge and Achievement.**

* Ruby VeriFone cash register system training form EMARAT.
* Basic food hygiene training form SGS Dubai.
* Basic firefighting course from E.H.S. Dubai.
* Successfully completed Merchandising skills training.
* Awarded with special “Star of the month” and “employee of the month” in the behalf of the higher management.

**Language:**

English, Hindi, Malayalam, Kannada and Arabic

**Education:**

* +2 (Second PUC) junior college kundapura Udupi dist.
* Basic computer course

**Personal Information:-**

Name : Abdul Sathar Saheb

Marital Status : Married

Nationally : Indian

Passport No : M7486666

Date Of Birth : 11/07/1986

Gender : Male

Contact number : +97470974529

DECLARATION:-

Above mentioned information is true in my knowledge.

ABDUL SATHAR SAHEB.