



Abdul Gafoor CA

Contact Information

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Personal Details

Religion: Islam

Date of Birth: 20/05/1981

Sex: Male

Nationality: Indian

Marital Status: Married

Languages known:

English, Hindi, Arabic Tamil
& Malayalam

Driving License:

Manual light vehicle expiry
on 22/07/2022

Career Objective

Seeking a position to work in a competitive environment that demands hard work where I can share my creative skills, knowledge & 10+ years' experience in UAE and Oman, and there by develop my career and to be a part of the team which results in the growth and prosperity of the organization.

Experience

1. Operations Manager

Nice Touch Carton Manufacturing LLC, Sohar
(01/01/2020 – Till Date)

- Ensuring all legal and regulatory documents are filed and monitor compliances with laws and regulation.
- Works with the board of directors to determine values and mission, and plan for short and long term goals.
- Identifying and address problems and opportunities for the company.
- Building alliances and partnerships with other organizations.
- Support worker communication with the management team.
- Develop, implement and review operational policies and procedures.
- Ensuring operational activities remain on time and within a defined budget.
- Track staff requirements, hiring new employees as needed.

2. Sales Executive

Nada Happiness Trading, Muscat
(02/05/2018 to 28/06/2019)

- Meeting the buyers and negotiate placements and listing of products, and making LPOs and orders
- Coordinating with logistics to make timely delivery.
- Merchandising products and negotiating shelf place.

3. Sales Executive

Future Lights Trading Co, UAE
(01/06/2015 – 10/04/2018)

- Meeting the buyers and making LPOs and orders. Arrange and negotiate placements and listing of products
- Organizing in store promotions and leaflets offers in Key shops.
- Coordinating logistics to make timely delivery. Merchandising products and negotiating shelf place.

Previous positions.

Sales Executive: Diamond Art Est. Dubai (01/03/2014 to 20/05/2015)

Store Keeper: Lulu Group, Abu Dhabi. (24/07/2009 to 28/02/2014)

Indoor Salesmen: Lulu Hypermarket, Abu Dhabi. (08/03/2005 to 23/07/2009)

Education

- S.S.L.C from Kerala State Secondary Examination Board. (10th Grade).
- Higher secondary from Kerala State Higher Secondary Examination Board. (12th Grade).

Technical Skills

- 2 Years Television and Electrical Engineering Course completed in KGCE.
- MSOffice / Internet, Email, Web browsing etc. Diploma in Computer Application

Strengths and Attributes

- Planning and organization.
- The ability to work well on your own and also part of a team.
- Problem analysis and problem solving skills.
- Positive attitude and quick learner.
- Time management skills.

Declaration

I hereby declare that the information furnished above is true and complete to the best of my knowledge and belief.

Place:

Date:

(Abdul Gafoor CA)