



MUTTAHER AZIZ

DUBAI, DEIRA N/O AL-NAKHEEL CENTER, BUILDING NO: 54 | +971501951059 | muttaheraziz@gmail.com

OBJECTIVES

To obtain a challenging and rewarding position that enables to learn and grow as professionally and to support the organization in enhancing its productivity and effectiveness.

EXPERIENCES AND RESPONSIBILITIES

Δ Worked as Manager in Fahad bin Mohammed Ali Al-Essai Trading at Electrical and Cooling Items spare-parts showroom from 3rd December, 2012 to 15th September, 2014.(OMAN)

- Managed the complete system of sales and purchase
- Marketing and advertisement of the products orally and through newspapers □ Maintained and developed public relations for development
- Handled import of goods from U.A.E
- Urged the name and made marvelous performance in competent market
- Succeeded in outdoor sales project with great sales result
- Handled visa procedures, Ministries and Sponsor
- Maintained Monthly, weekly and early sales and development report
- Handled cash management
- Opened other branches in different cities and took them to progress circle
- Performs payroll/benefit-related reconciliations to General Ledger and other accounts

Δ Worked as Assistant General Manager in Sohar International Medical Center from 1st October, 2014 to 31st October 2015(OMAN)

- Managed business general operations
- Provided leadership consultation to management personnel
- Modifications and advancements of development plans and administrative mission ideas

- Organization's policy making
- Software handling Page 2
- Deal with Banks and Agencies
- Achieved success in mission of Marketing and Advertisement
- Making of presentations
- Making of contracts
- Staff management
- Preparation of reports, budgets and offer schemes
- Human resource department handling
- Partially book-keeping
- Staff training for software

Δ Working as Sales Representative & Trade handler in Cool Source General Trading L.L.C (Car Airconditioner's spare parts, Refrigerant Gas & mainly Compressors) from 3rd December, 2016(DEIRA, DUBAI)

- Handling the complete system of import, export, sales and purchase
- Dealing Customers
- Public Relations (conference and meetings with customers)
- Indoor Sales
- Outdoor Sales
- Invoice Making
- Law/Municipality/Government/Visa matters of the company
- Cash Handling
- Recovery of credit from customers
- Warehouse Stock planning & handling

Personal Information

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|------------------|--------------------------|
| □ Name | Muttaher Aziz |
| □ Father's Name | Aziz-Ur-Rashid |
| □ Religion | Islam |
| □ Marital Status | Single |
| □ Date of Birth | 3rd December, 1989 |
| □ Email | muttaheraziz@gmail.com |
| □ Contact | +971501951059 |
| □ Visa Status | Employment Visa of Dubai |

Credentials/Education

- Secondary In Science : 28th September, 2006-passed.
- Intermediate in Commerce : 9th January, 2010-passed.
- Bachelor in Commerce : Part-1 annual examination-passed on 27th August, 2011 and part-2 annual examination-incomplete.

Other Skills, Experiences & Abilities

- Public relations, cash management, sales, communication, leadership
- Microsoft word, Microsoft excel, Microsoft Power-Point, Adobe Photo-Shop
- Computer skills
- Took training in a call center for six months
- Took training in minor electricity repairing
- Took training as a distributor and outdoor salesman
- Took training in air-conditioner's repairing shop in Oman
- Took training in construction and land agency
- Worked as domestic distributor of sports and surgical items
- Well reputed in Oman medical and air-conditioner markets
- Voucher receipt making
- Visa procedures experiences and business laws
- Exhibited twice in World Trade Center

Driving Liscence and languages

- Dubai light Driving liscence holder with U.A.E's location awareness
- Oman light-driving liscence holder with Oman Routes awareness
- English (writing and speaking is fair and fluent)
- Arabic (writing and speaking is fair and fluent)
- Urdu(writing and speaking is fair and fluent)
- Hindi(speaking is average)
- Punjabi (writing and speaking is fair and fluent)
- Persian(starter)

Activities and Hobbies

- Reading poetry and novels
- Play snooker
- Internet surfing for knowledge's update
- Political, historical and security analysis
- Tourism
- Biking and horse riding
- Watch Science fiction movies
- Keen learner of law books
- Interested in latest technology
- Socially active
- Keeping eye on China's economy and secrets of their growth in business and industry
- Reading newspaper and news-stand

References

- Power Cool L.L.C (Mr. Nabeel Zulfiqar-0558833710-Deira, Dubai),
- Al-Naveed L.L.C (Mr. Naveed Ahmed-0554208806-Deira, Dubai)