KHALID ABDUL HAMEED

**Flat:23, building :992 road no: 834**

**Block 908, West Riffa, Kingdom Of Bahrain**

**Email Address:baddy1988@hotmail.com/ waternfire18@gmail.com**

**Contact No: 66977819/36348522**

CAREER OBJECTIVE

**Seeking for a position suitable to my knowledge and experiences and to harness my skills in a reputable company which I can grow along and reach new levels of excellence.**

PROFESSIONAL EXPERIENCE

***COLD STONE (Apparel Group W.L.L)***

***August 2008-2012***

***SENIOR SALES CREW/STAFF***

**JOB DESCRIPTION:**

* Serving customer & helping them to choose our product.
* Always respond fully to customers need & delivering the best possible customer service.
* Professional in handling multiple customers.
* Disseminates information of company service offers and coordinates with the clients and sales team through telephone and e-mail.
* Handles the cash & coordinates with the accounts daily financial reports & invoices through accounts assistance.
* Counter checks and tally’s credit card payments & cash.
* Handles the petty cash
* In charge in the stocks and inventory as well.
* Handles all inquiries and follow ups with the team.
* Supports the revenue management strategies employed by utilizing up selling techniques effectively.

***Nokia mobile phones (Sale& promoter in IR market)***

***October 2013-2015***

* ***SALES AND PROMOTED THE PRODUCT***
* ***ACHIEVED THE TARGETS AS GIVING COMPANY & ATTENDING THE WEEKLY MEETING PROPERLY.***
* ***MAKING EVERY DAY SALE& STOCKS REPORT.***

***COMPUTER SKILLS***

* **Operating system known Windows Xp / Windows Vista / Windows 7 (All Edition).**
* **Have done Course in Microsoft Office 2000, Microsoft Windows 98 & also known Microsoft Office 2003, 2007 & 2010.**
* **Have done Course in Computer Hardware.**
* **Also known Internet usage & E-mail.**

***SKILLS/COURSES***

* **Have done course in Competitive Selling Skills**
* **Have done course in Effective Communication Skills**
* **Have done course in Customer Delight**
* **Have done training in Positive Thinking & Self-Motivation**
* **Have done training in Effective Team Working**
* **Have done training in Advance Retail Selling Skills**

**(Certificates are available)**

***ACADEMIC QUALIFICATION***

***PAKISTAN URDU SCHOOL (ISA TOWN-BAHRAIN) - YEAR 2007***

* **Have passed Secondary School certificate (S.S.C) in stream of Commerce from Federal Board of Intermediate Islamabad**

***PERSONAL INFORMATION***

* **AGE : 30**
* **DATE OF BIRTH : March 18, 1988**
* **PLACE OF BIRTH : Manama, Kingdom Of Bahrain**
* **NATIONALITY : Bahraini**
* **LANGUAGE OR DIALECT : English, Urdu, Arabic**
* **CPR / PASSPORT NO : 880309075 / 1743980**
* **GCC Driving license : Light driving license**

***CHARACTER REFERENCES***

* **Available Upon Request**

**PERSONAL EXPERINCE OF ACHIVING GOAL:**

**To make customers happy by meeting their expectation & ensuring the quality & speed of our service experience, It is a simple, straight forward service philosophy & process that allows for flexibility to personalize each & every customer interaction in a friendly, speed manor. To be the #1 bestselling ice cream brand, We need to give our customer high quality, friendly, personalized customer service, & ensure that have the Ultimate Ice Cream Experience with each visit**.