



SAPHIULLAH MOHAMMAD

CONTACT



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United Arab Emirates

PERSONAL DETAILS

Nationality : Nepal
Father Name : Mahammad Meraj
Date of Birth : 17.01.2000
Gender : Male
Marital Status : Married
Language : English, Hindi

PASSPORT DETAILS

Passport No : BA 0098073
Issue Date : 24.07.2023
Expiry Date : 23.07.2033

OBJECTIVE

A Suitable position with an organization where I can utilize the best of my skills and abilities that fit to my education, skills and experience a place where am encouraged and permitted to be an active participant as well as vital contributor on development of the company.

SKILLS

- Communication
- Problem Solving
- Hardworking
- MS Excel/ Office
- Leadership
- Customer Handling
- Data Processing
- Patience
- Teamwork
- Cash Handling
- Expenses Report
- Sales
- Data Collation and Sampling
- Month-End Report
- Payment Processing
- Product knowledge
- Account management
- Conflict Resolution

WORK EXPERIENCE

Night Supervisor, MMS Textiles Manufacturing LLC, DIC - 2024 to till date

Tasks:

- Plans employee shifts and work schedules
- Coordinates job assignments and cross-training between and within divisions
- Provides feedback on employee work performance
- Prepares reports and updates for upper management
- Organizes events that will make a positive impact on employees
- Supervises processes and ensure smooth operations

Warehouse Supervisor, Al Khayata Investment, Dubai Internet City, Feb 2024 – April 2024

Tasks:

- Improved warehouse layout to maximize storage space.
- Managed warehouse inventories, suggesting and implementing ideas to improve product movement processes.
- Monitored warehouse safety and swiftly resolved hazards.
- Delegated tasks and coordinated warehouse workflow to support continuous productivity.
- Reported daily warehouse performance data and updated company logs

Accountant Assistance, Shree Satyshwor Shivshakti Basic School, Nijgadh-Nepal, Jan 2020– Dec 2023

Tasks:

- Assisted in the preparation of financial statements and budgets.
- Reconciled bank accounts and general ledger accounts on a monthly basis.
- Reviewed and monitored billing activities to ensure accuracy and timeliness.
- Prepared and filed local, state, and federal tax returns.
- Managed accounts payable and accounts receivable processes

**Sales Marketing (remote), Healthy Living Nepal (Vestige), Kathmandu-Nepal |
Feb 2020 – Sep 2023**

Tasks:

- Developed and maintained strong relationships with key customers.
- Developed and implemented successful sales strategies to increase revenue.
- Consistently exceeded monthly sales targets and quotas.
- Monitored competitive activities and identified marketing opportunities.

EDUCATION

2024 - Pursuing | Dubai - UAE

Diploma in Business Management

VIBE Education

2020 | Nijgadh, Bara - Nepal

Higher Secondary Certificate

Shree Gauri Shankar Secondary School

2016 | Nijgadh, Bara - Nepal

Secondary Certificate

Shree Gauri Shankar Secondary School

CERTIFICATION

Advance & Basic Computer Course (Office Microsoft)

Jan 2020 – April 2020

Nijgadh International Institute & Training Center (NIITC)

LANGUAGE

English: Proficient

Nepali: Native

Hindi: Advanced